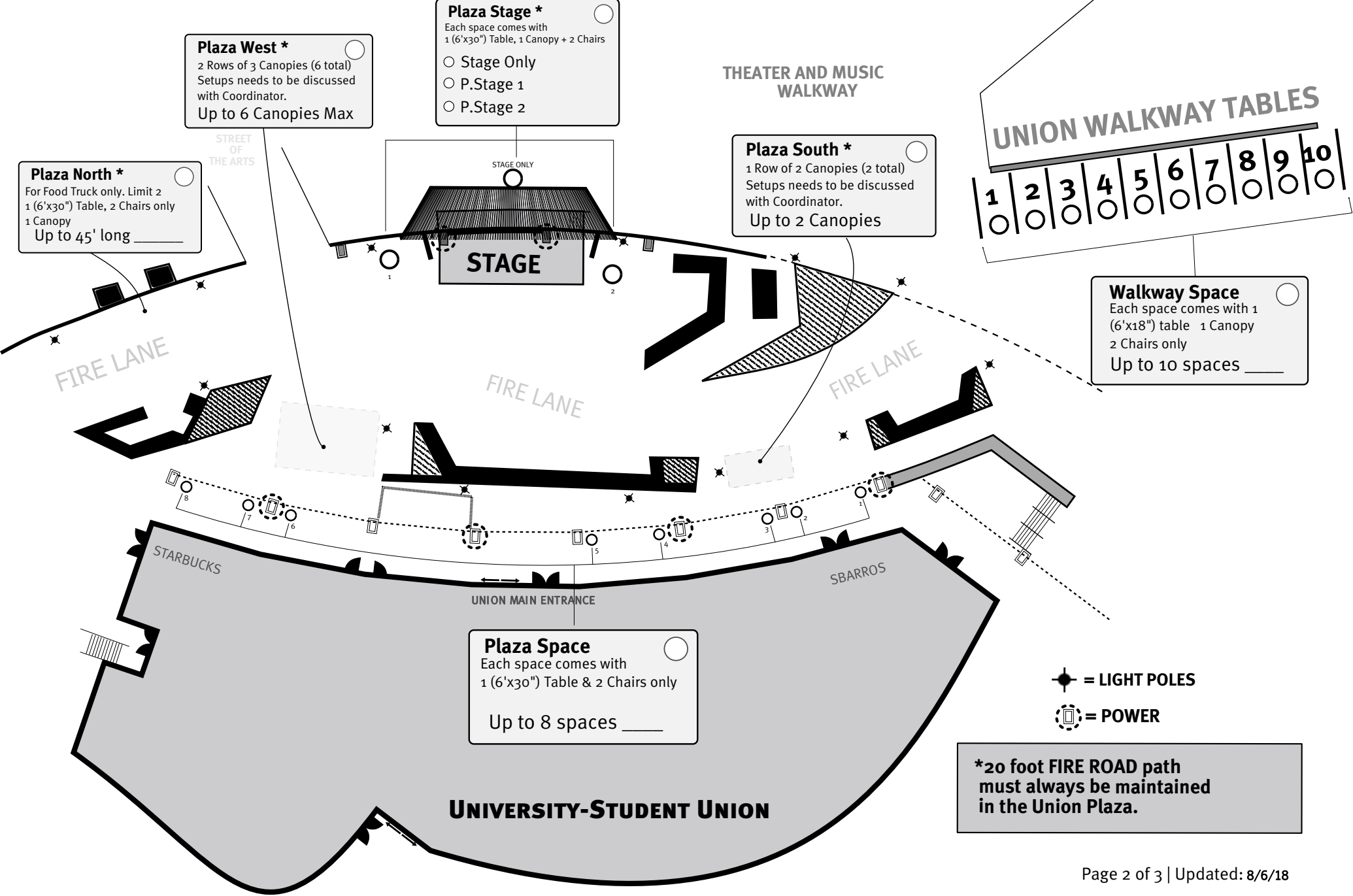




# UNION PLAZA DIAGRAM

## NOTES

- Please read the information for each space and mark on the circle to reserve that space.
- \*These spaces may require approval from a coordinator. Call our front desk to set up an appointment.
- For events that require use of multiple spaces, please contact Information & Event Services Front Desk at 323-343-2465 for more information.



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# Reservation Agreement

\_\_\_\_\_ I understand initialing this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event.

Name: \_\_\_\_\_

\_\_\_\_\_ I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.

\_\_\_\_\_ I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.

\_\_\_\_\_ I understand if no update on reservation request is received 3 business days after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.

\_\_\_\_\_ I understand I, or my event contact, will need to present an ID in order to check-in the day of the event, and **ONLY** I or my event contact can sign and/or make changes to the reservation.

\_\_\_\_\_ I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.

\_\_\_\_\_ I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.

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## INFORMATION TABLES/SPECIAL EVENTS

Please provide more information about your event, if needed.

### Event Notes

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Before you sign, please review your information at the front/back of this page to ensure accuracy.

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OFFICE USE ONLY

Processed by: \_\_\_\_\_

New Request

Revised/Updated Request

Res# \_\_\_\_\_