

In order to reserve a room in the Shults Center, please follow these easy steps:

1. Call the information desk at x2322 and check room availability.
 - a. For extremely large events (over 200 people), please reserve 1 month in advance.
 - b. For larger events (i.e. Forum, Cabaret, Gym events), please reserve 10 days in advance.
 - c. For meetings, please reserve at least 3 days in advance.
2. If room is available, have information desk attendant place a hold on the space by giving them your department name. They will pencil it into the book.
3. Your reservation is NOT complete until you fill out a room reservation form. These forms are located at the information desk in the Shults Center. These forms MUST be filled out 48 hours after reserving a room.
 - a. Fill out form COMPLETELY
 - b. If you have facilities needs, please put those in the Special Notes/Requests portion of the room reservation form. I will handle the facilities work orders. There is no need to call in work orders to facilities for your event.
 - c. If you have audio/visual needs OTHER THAN the forum unit, please call x2131 and place your order with Media Services. I will handle your Forum audio/visual needs.
 - d. If you have food service needs, please call the catering office at x5109.

The Shults Center contains the following rooms available to reserve:

Room	Occupancy	Room Type
1924 Room	35	Conference Room
Porthole Room	20	Conference Room
Smyth 125	20	Conference Room
Reading Lounge	30	Multipurpose
International Room	45	Multipurpose
Cabaret	250	Dining/Performance Area
Forum	250	Multipurpose
Forum Annex	45	Multipurpose
Kidera Gym	800	Gymnasium
Aerobics Room	20	Dance Studio
Hallway	na	Vendor Area

Information Desk Regular Hours of Operation

Monday – Friday
8:00am – 12:00am
Saturday & Sunday
9am – 12am

Please feel free to call me at anytime (x2324) if you have questions or concerns. I would be more than happy to meet with you in order to assure that your event is a success!

Sincerely,
Brian McGahan
Assistant Director/Otto A. Shults Center