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**Riata Center Stillwater Campus**

**Facility Request Information**

*Riata Center for Entrepreneurship – Stillwater Campus cannot always guarantee initial choice of room, dates, times but will make every effort to do so or otherwise suggest additional options. This may mean contacting you to discuss alternative available space, dates, and/or times.*

* **Date of Event:**
* **Time:** *(scheduled start and end times of your meeting/event)*
* **Room: (***Please select your preference)*
	+ **Event Space\***
	+ **Team Room**
	+ **Conference Room**
* **Purpose:** *(Provide brief explanation of intended use of space)*
* **Organizing Group or Individual\*\*:** *(name and contact information)*
* **Catering Notes:** *(e.g. do you plan to have food/beverages at your event, notes for how to set up catering tables if applicable, )*
* **AV Needs:**
* **Other Notes:** *(include any additional notes regarding room setup, catering arrangements, request for contact by Riata Center Downtown Stillwater staff, etc.)*

\* *The Riata Center is meant to be a collaborative, shared space. This means that unless otherwise requested and approved by Riata Center for Entrepreneurship staff any event in the Riata Center will be open for attendance by any interested party. Additionally, the general use of the Riata Center by fellow members will not be restricted unless otherwise approved by Riata Center staff.*

*Please include special requests for “private use of Riata Center in the “other notes”*

*section of the request form. A member of the Riata Center staff will*

*contact you within 1 business day from the time your request is received.*

***\*\**** *Riata Center for Entrepreneurship reserves the right to deny request for use of facilities where the stated “purpose” or the requesting organization/individual does not coincide with Riata Center and School of Entrepreneurship mission as related to the development and advancement of entrepreneurship and innovation across the OSU campus.*