



Atrium and Room Agreement

College of Forest Resources and Environmental Science

Reserving the Facility:

To reserve the atrium, please reach out to Phyllis or Marjorie

Phyllis - pcwillia@mtu.edu OR 487-1871

Marjorie - marjorie@mtu.edu OR 487- 3437

Your group must include a representative from the college or have special permission from the dean of the college.

You should book your reservation at least **2 weeks in advance**

For the Event:

Catering: 487-2277

IT: 487-1111

Facilities: 487-2303

Access is restricted to all other parts of the U.J. Noblet Building/College of Forest Resources and Environmental Science except for nearest accessible restrooms.

Event Cleanup:

You are responsible for ensuring the area you use is left clean and ready for the next users. This includes:

- Tables must be put back in their original locations (please lift, do not slide)
- Trash must be in designated receptacles. If extra trash bags are needed, please let Phyllis or Marjorie know in advance. Full trash bags must be taken to dumpster.
- All catering, decorations, or other items must be removed from the area after use.
- Floor and tables must be free of debris, including wiped down if necessary.
- Nearby bathrooms and public areas that may be used during your event should be checked and cleaned up after event as well.

By signing this form, you understand that a violation of these rules can be subject to a charge for cleanup fees. Charges will be held against contact listed on this form.

YOU ARE AUTHORIZED TO UTILIZE ROOM(S) _____

ON _____

DATE

TIMES

CONTACT NAME: _____

CONTACT EMAIL/PHONE: _____

SIGNATURE _____

DATE _____