

Room Reservation Request Form

This form can be printed, filled out and either mailed or faxed to the Room Reservations Office at the University of Wisconsin-Marathon County Campus. Our mailing address, telephone and fax numbers are as follows: Room Reservations UW Marathon County, 518 South 7th Ave., Room 234, Wausau, WI, 54401-5396, 715-261-6308 / FAX 715-261-6333.

Please fill in as much information as possible to enable us to fulfill your request as efficiently as possible. Please allow at least 1 - 2 weeks processing time before your scheduled event for processing & mailing time.

Event Information

Event Name: _____
Start & End Date: _____ Start & End Time: _____

Organization/Business Information

Business Name: _____
Department: _____
Contact Person: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____
Fax #: _____
E-mail Address: _____

Type of Business: (Circle One)

- Unknown – Please Contact Me
- Business – For Profit
- Non-Profit Group/Organization
- Public & Private Education Agency
- State or U.S. Government Agency
- Administration (UW Marathon Campus or Marathon Co. Govt. Agency)
- UW Marathon Student-Sponsored Program

Additional Information

Number of People Expected: _____

Equipment Needed: (Circle all that apply)

TV/VCR	Coat Racks
Overhead Projector	Piano
16 mm Projector	Podium
Chalk Board	Slide Projector
Projection Screen	Computer Equipment

Room Preference: (Circle all that apply)

Classroom (Capacity 15 – 45)
Theater Seating Area (Capacity 300)
Small Dining Room (Capacity 25)
Large Dining Room (Capacity 125)
Library Conference Room (Capacity 15)
Dean’s Conference Room (Capacity 20)
Small Lecture Hall (Capacity 90)
Large Lecture Hall (Capacity 192)

Classroom # (If Known) _____
Terrace Room (Capacity 60 – 75)
Ahrnsbrak Room (Capacity 60 – 75)
Lower Level Conference Room (Capacity 11)
Swimming Pool
Student Union
Gymnasium
Unsure – Please Contact Me

Food And/Or Refreshments Needed?

Yes _____ No _____

Our Food Service Department on campus is able to provide your group with morning or afternoon snacks and beverages for your meetings at reasonable rates. They also serve lunch in a variety of ways to fit your group’s needs such as self-serve buffet style or sit-down style executive lunches. Your guests can also walk through the service line and pay on an individual basis for breakfast, lunch or supper.

All food/beverage needs must be processed through the Food Co-op. No outside food sources are allowed. Someone from our Food Services Department will contact you to discuss different options and services available and make the necessary arrangements with you soon.

Table/Chair Arrangements Information

(This will not apply to classrooms, lecture halls or conference rooms – only to special purpose rooms such as the Terrace Room, “Ahrnsbrak Room and Dining Rooms, etc. where seating is flexible).

Please indicate below any information regarding the way you would like tables and chairs arranged in room, if you are renting one of the special purpose rooms indicated above with flexible seating arrangements.

Important Information

- Submitting this form does not assure that your reservation has been completed.
- Once this form is submitted, your request will be forwarded to the room reservations office on campus and someone from that office will contact you as soon as possible.
- You will either be contacted by phone if there is additional information needed to complete your reservation or you will receive either a printed copy or an e-mail of the Confirmation Contract within a few days.
- If you have not heard from our office within one week, please call (715) 261-6308 to discuss your request with someone in the room reservations office.
- UWMC charges modest room & equipment usage fees for all services provided. Please see our usage and fee schedule. These fees will be outlined on the Confirmation Contract you will receive in the mail.

Thank you for allowing UWMC to process your request.