



Events - Rentals

Meals - Will-Call

Contact Info

Name: _____ Email: _____

Phone: _____ Department/Address: _____

Will you be the On-Site Contact? Yes No If no, please include information for On-Site Contact.

Name: _____ Phone Number: _____

Event Information

Event Title:

Date: _____ Time: _____ to _____ #People: _____

Check All that apply:

Social (If available to the public or held in the Dining Area during regular hours)

Private: (If for a specific group or outside of regular hours)

Space Rental Equipment Rental Food Items Will-Call Food Purchase

Fill out all applicable sections Below

Space Rental (3 Working Days Notice Required)

Hours Available:

Junction: Fridays 3 pm –8pm and Saturday 9am-8pm (or during regular hours for Social events)

Depot, Lobby, & Patio: Open Availability

Junction Depot Patio Lobby

Setup Time: _____ Event Time: _____ Exit Time: _____

Space Rental fees are \$25 per hour, and are waived when purchasing most meal services.

Equipment Rental

Items Available:

Sound system/ Microphones Laptop/Monitor Stage (Only Available for events in the Junction

Extension Cords Table Cloths (\$4.50 each) Screen/Projector

Please visit our website for associated Policies and Procedures.

http://www.usu.edu/dining/files/uploads/P_P_Operations/114_Reserving_The_Junction_or_The_Depot_September_2013.pdf

Food Items: Manager will contact to discuss cost.

Check all that apply:

Hot Buffet (Priced Per Person) Individual Portions (A La Carte) Drinks

Serve Start Time: _____ Serve End Time: _____

Menu Items Desired:

Will Call Food Purchase: Prices are based upon Items. Manager will contact to discuss cost.

Menu Items Desired and Amount:

Pickup Date: _____ Pickup Time: _____

Items should be picked up at the Junction. Please contact a Supervisor on arrival.

Payment Information

P-Card Credit Card Cash Check

Paid Date: _____

Payment is due upon receipt of your invoice. Deposits may apply.

For Manger Use Only:

Total Cost: _____

Includes: (Check all that apply)

Building/ Equipment Rental Food Cost Staff

The person or group listed on the form will be held responsible for all messes, damages, and associated charges that may occur during the corresponding event.

Manager Signature: _____ Date: _____

Applicant Signature: _____ Date: _____