



Room Reservation Contact Information Form

4801 N. Career Avenue
Sioux Falls, SD 57107

Phone: 605-367-5380
Fax: 605-782-3231
ucsheduling@SDUniversityCenter.org

Date of Event:

Organization Name:

Contact Name:

Address:

State: Zip Code:

e-mail address:

Phone Number

Est. Attendance

Start Date: End Date:

Type of Room Needed: Avera Hall Classroom Conf. Rm. DDN Comp. Lab

We are planning to have food at this event: Yes No

We will need a table(s) set up inside the room for food or registrations:

We will need a table(s) set up outside the room for food or registrations:

Additional Details: