

MEMO TO: NCSU Administrative/Academic Departments

FROM: Talley Student Center Reservation Office

DATE: February 22, 2008

SUBJECT: 2008-2009 Talley Student Center Reservation Requests

On Tuesday, March 11, 2008-Friday, March 21, 2008, the Talley Student Center Reservations Office will accept your reservation requests on a first-come, first-served basis for the academic year, 2008-2009. **We are accepting requests for Wednesday, August 20, 2008 through Tuesday, August 18, 2009 only.**

Please note that if your reservation requests are turned in after your specified window, it will be processed on a first-come, first-served basis with the reservations that are being processed at that time. “Third party reservations” cannot be accepted. The reservation you make must be for a university function. Also, please remember that our office is not responsible for reserving Stewart Theatre. Please contact them directly at 515-3927.

On March 11, at 8am, you may turn in your reservation request. Requests will be accepted in person, through the online reservation form, fax, or mail. Requests submitted in person at 8am will take precedence over online forms, faxes, or mail submitted at 8am. The reservation requests will be numbered in the order in which they are received. **Reservations submitted before 8am on March 11 will not be accepted.**

The reservation request forms can be located online at www.ncsu.edu/student_center/reservations/. Please fill out the form completely and accurately, the more information you provide the better we can facilitate your events' needs. Also, be sure that you are using the most current form when filling out your request.

Please remember, turning in a reservation request does not mean you have the date reserved. Your date is considered confirmed when you receive a “reservation confirmation,” with an event number, from our office.

We should have all reservations processed by May 2, 2008. If you have any questions, concerns, or further needs, please contact Reservations at 515-2249 or email us at usc_reservations@ncsu.edu.

Thank you.