

# The Union Patio

Event Services: (540) 568-5555 | Scheduling: (540) 568-6330 | Email: theunion@jmu.edu | MSC 3506

**Once completed: Save pdf as "reservation# - name of event"**

## EVENT INFORMATION

Event Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Reservation #: \_\_\_\_\_

Event Start Time: \_\_\_\_\_  a.m.  p.m. Event End Time: \_\_\_\_\_  a.m.  p.m.

**\*\*NOTE: This is the actual time of your event and does not include set-up.\*\* Customer setup time must be scheduled ahead of time in EMS.**

## CONTACT INFORMATION

Org./Dept. Name: \_\_\_\_\_

Contact/SEP Name: \_\_\_\_\_ Contact/SEP Phone #: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_ Onsite Contact Phone #: \_\_\_\_\_  
*If different from above*

## EVENT DETAILS

- Union Patio spots are provided one table and two chairs.
- If you do not require tables/chairs, please let us know at theunion@jmu.edu.
- Area one has access to a power outlet.

Select Your Space: Please indicate on the diagram where you would like your equipment placed.

Area one  Area two  Area three

Additional notes for event details:

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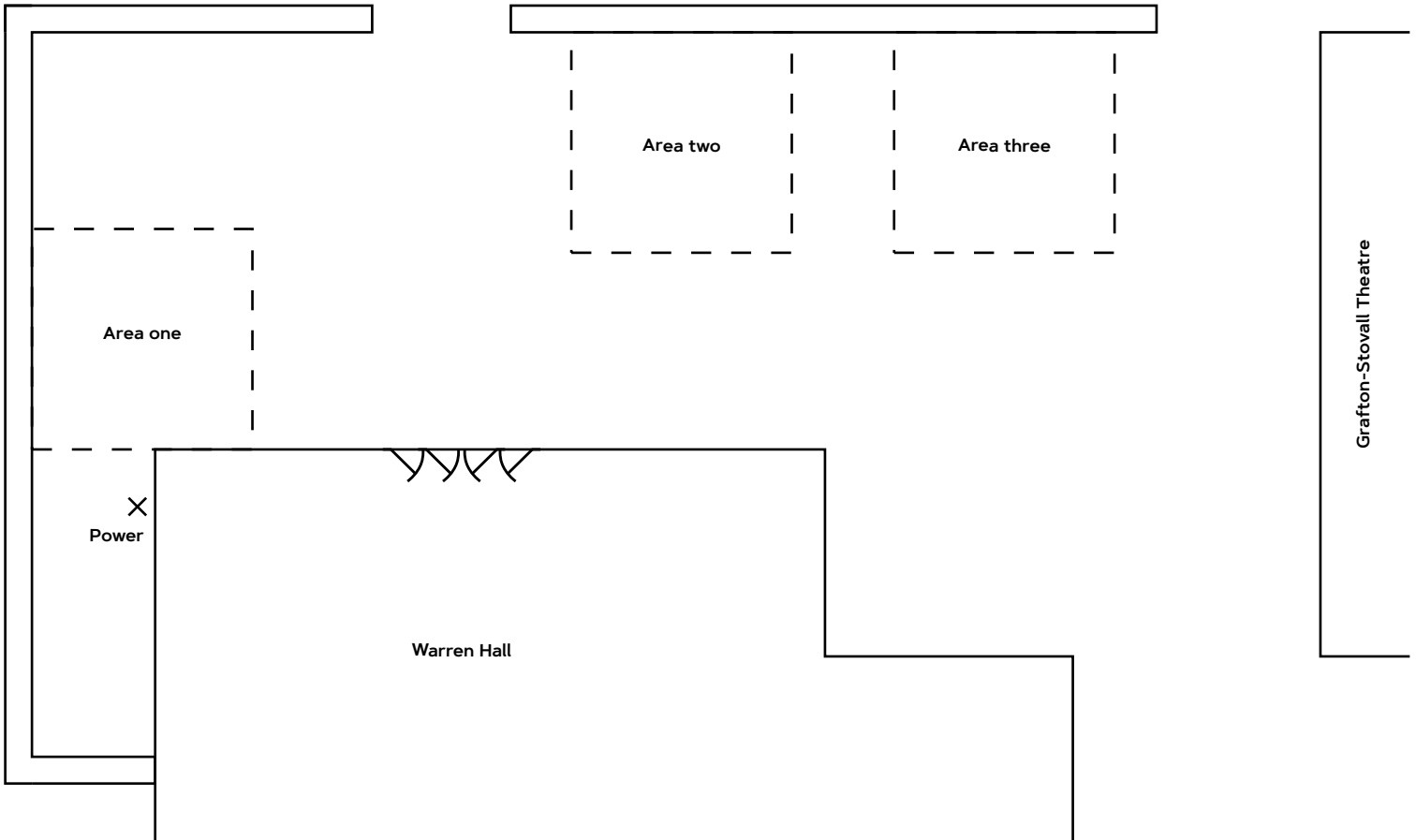
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# DIAGRAMS



- Union Patio spots are provided one table and two chairs.
- If you do not require tables/chairs, please let us know at [theunion@jmu.edu](mailto:theunion@jmu.edu).
- Area one has access to a power outlet.

## Additional notes for selected diagram:

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Please reach out to **[theunion@jmu.edu](mailto:theunion@jmu.edu)** for any additional questions or potential requests.