Use this form to submit an order for reserved event space at the University Union Building. Please note that you must reserve the space and obtain a reservation number before completing this form.

A. Locate the form
The form is located in the Place an Order section of the Shopping Dashboard:

B. Make the reservation
The form provides contact information for Union space reservations:
C. Complete the form
   1. Provide the reservation number.
   2. Indicate the dollar amount for the reservation.
   3. Provide the date of the reservation.

![Reservation Information Form](image)

D. Add and go to cart
When the form is complete, find the Available Actions dropdown in the upper right corner of the form. Select Add and go to cart, and click Go:

![Available Actions Dropdown](image)

E. Complete as with other orders in UShop.