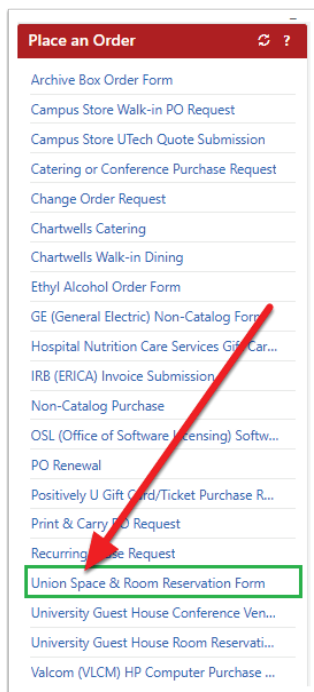


Use this form to submit an order for reserved event space at the University Union Building. Please note that ***you must reserve the space and obtain a reservation number*** before completing this form.




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:

Union Space & Room Reservation Form				
This form is a replacement for the paper Campus Order. Effective July 1, 2018 campus orders will no longer be accepted.				
 <p>UShop Operations University of Utah 201 S. President's Circle, Room 170 Salt Lake City, UT 84112 (801) 585-2255 ushop@utah.edu</p>	<p>Reservation Information</p> <p>Form Instructions: Use this form to submit an order for reserved room(s) or space at the University Union. <i>You must place your order with the Union before using this form.</i> They will provide you with a reservation number. You must enter the reservation number below. More information about making a reservation and the rates is available here.</p> <p>Ways to make a reservation:</p> <ul style="list-style-type: none"> • Call (801) 581-7251 • Submit your order via email. • Visit room 255 in the Union bldg. (Open M-F 8am-5pm) 	<p>Supplier Info</p> <p>Supplier A RAY OLPIN UNION</p> <p>Fulfillment Address UNION SPACE RENTAL: 200 S CENTRAL CAMPUS DR, RM 255 SALT LAKE CITY, UT 84112 US</p> <p>Supplier Phone +1 801-581-6652</p>	 <p>A Ray Olpin Union 200 Central Campus Dr, Room 255 Salt Lake City, UT 84112 Ph: (801) 581-7251 Fax: (801) 581-6652 union@utah.edu</p>	
	<p>Reservation Number <input type="text"/></p>			
	<p>Reservation Amount <input type="text"/></p>			
	<p>Reservation Date <input type="text"/> </p> <p>mm/dd/yyyy</p>			

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 Instructions:
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Ways to make a reservation:

- Call (801) 581-7251
- Submit your order via [email](#).
- Visit room 255 in the Union bldg. (Open M-F 8am-5pm)

Reservation Number 1

Reservation Amount 2

Reservation Date 3
mm/dd/yyyy

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: Add and go to Cart ▼ Go Close

E. Complete as with other orders in UShop.