



Dunn-Richmond Economic Development Center
 Office of Innovation & Economic Development
 1740 Innovation Drive | Room 103 | Carbondale, IL 62903
 618.453.1495 | researchparkscheduling@siu.edu

Facility Usage Form

(T: Event Space & Pricing)

Event/Contact/Billing Information	
Event Name	
Event Date	
Event Time	
SIUC Department/ Community/Business	
Contact Person	
Phone Number	
Bill to	
Address	
City/State/Zip	
Phone	
Email	

Additional Information	
Type of event/meeting	
# of Attendees	

Administrative use only	
Room	
Room setup	
Other	
Additional fees	
TOTAL DUE	

NOTES:

Important Information

- COVID-19 precautions must be followed at all times. Everyone is required to wear face masks in shared indoor spaces.
- Checks/Money Orders made payable to SIU. *Payment due prior to event.* (Not accepting credit/debit at this time)
- Additional cleaning or damage to Dunn Richmond Center facilities or equipment will be billed at actual cost.
- Cancellations are expected at least 24 hours in advance.

COMPLETE AND RETURN TO RESEARCHPARKSCHEDULING@SIU.EDU FOR PROCESSING