PLEASE RETAIN FOR YOUR RECORDS AND, IF APPROVED, POST THIS FORM ON THE DOOR DURING YOUR TIME SLOT. ROOM RESERVATIONS ARE LIMITED TO ACADEMIC ACTIVITIES INCLUDING TEAM PRESENTATIONS, REHEARSALS, PRE-DEFENSE, COMMITTEE MEETINGS, COMPETITION TEAMS, ETC.

NAME:
EMAIL:
TODAY'S DATE:
DATE ROOM REQUESTED FOR: ________________________ TIME BLOCK REQUESTED: ________________________
NUMBER OF PEOPLE:
PURPOSE (PLEASE CIRCLE):
  • PRE-DEFENSE
  • COMMITTEE MEETING
  • REHEARSALS FOR CLASS PRESENTATIONS
  • OTHER:

**Turn in to staff in 430H or 430F

OFFICE USE ONLY: RESERVATION MADE BY ____________ ROOM # 323

UPDATED 8/17/16