

Room Reservation Request*

Return completed form to room 130 – Kristy White

Who (Your Name) _____ **Today's Date:** __/__/____

Contact: Telephone: _____ Fax: _____

Email: _____

What: (Name of Event): _____

(Guest Speaker (s)): _____

When (Date and Start and End time): _____

Size (Number of Seats Needed): _____

Room Preference (No guarantee of availability): Auditorium Courtroom

Classroom(s) _____ Formal Lounge Other

Have you requested food or drink to be served? Yes No

If yes, please describe: _____

Technology Support Requested: Yes No

If yes, please describe: _____

Approval/Coordination (**required**): _____, Dir. Of Facilities and Technology, Tom Furby

*School of Law and Faculty sponsored events use this form for **information and scheduling** purposes only. No approval is required.

Notes: