

CALENDAR AND/OR ROOM RESERVATION REQUEST FORM

Your name: _____ Your email: _____

Org./Dept. name: _____ Contact phone: _____

Name of Meeting, Program, or Event: _____
(only programs and full organization meetings or events will appear in the online law calendar)

Date of Event: _____ Start time: _____ End time: _____

Rooms Requested: _____ # of guests expected: _____
(list in preferential order)

Is there a cost for this event? _____ If yes, what is the cost? _____

I do not need a room reservation. I only need a calendar entry.
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If you request a room reservation, you will receive via email an ASTRA confirmation and summary of the rooms assigned for your reservation. Please review the confirmation as you may not have been assigned the room you initially requested.

If you are providing food and/or drink, please read and check below:

No food or drink is allowed in Room 308. If you provide food or drink in any other room, you must clean the room. Paper towels, windex, and trash bags are stored in a plastic bin next to Room 342, near the recycle bin. Please take all trash to the dumpsters next to the BAC and clean room carefully for incoming classes and meetings. Failure to abide by this policy will prevent the organization from further use of the facilities.

I have read the food and drink policy listed above and agree to its terms.

If you are hosting a speaker, please provide the following:

Name of speaker: _____

Presentation title: _____

Description of presentation: _____

Is the event open to the public?

Is the event open to the law school community?

All guest speakers must be approved by the organization's faculty advisor **and** Law Dean or Associate Dean. This form must be printed and signed by both individuals and a copy provided to Allison Hotard in Law Alumni and Development in LS Room 307.

Faculty Advisor

Law Dean or Associate Dean

Please email the completed form to Shelly Iles at sliles@loyno.edu or hand deliver printed copy to Shelly in the Dean's Suite.