

ROOM RESERVATION FORM

Please print clearly

1) RESERVATION DETAILS

Name: _____ Date of Request: _____

Cell Phone: _____ E-Mail: _____

Department/Organization: _____

Date of event: _____ Start Time: _____ End Time: _____

Room(s) Requested: _____ # Guests Expected: _____
list rooms in preferential order

Name of Mtg./Event: _____

Note: You will receive by email an ASTRA confirmation/event summary of the room(s) assigned for this reservation. Please carefully read the confirmation as you may not have been assigned the room you originally requested.

2) ARE YOU PROVIDING FOOD? NO FOOD ALLOWED IN RM 308!

No ____ Yes ____ IF YES, PLEASE INITIAL HERE ____ THAT YOU READ AND AGREE TO THE FOLLOWING: If you provide food you must clean the room. Paper towels, Windex, and trash bags are stored in the plastic bin under the mail folders on the 1st floor. Please take all trash created by your event to the dumpsters next to the BAC and clean up any food or drink spilled on the tables. Other events and classes are scheduled in the room after your event.

3) PLEASE DESCRIBE THE EVENT IN DETAIL - INCLUDE A TIMELINE AND STATE WHAT TIME FOOD WILL BE SERVED - USE THE BACK OF THIS FORM. We need this information to assess whether noise will affect classes in adjoining rooms.

4) ARE YOU HOSTING A SPEAKER? If so, provide the following information:

Speaker's Name: _____

Presentation Topic: _____

Explain Topic: _____

Is Speaker an off-campus speaker? Yes ____ No ____

Guest speaker must be approved by your organization's faculty advisor and a Dean.

Faculty Advisor Signature

Dean's Signature

Is the event open to the public? Yes ____ No ____

Is the event open to the law school community? Yes ____ No ____

Is the event geared to the requesting organization? Yes ____ No ____