

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: _____

2) ARE YOU PROVIDING FOOD? NO FOOD ALLOWED IN RM 405 or 308!

No ___ Yes ___ IF YES, PLEASE INITIAL HERE _____ THAT YOU READ AND AGREE TO THE FOLLOWING: You must complete a catering form and submit it with the ASTRA confirmation email you will receive for this reservation. 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 3rd 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 _____