



## ROOM REQUEST/RESERVATION FORM

NAME OF EVENT/ORGANIZATION: \_\_\_\_\_

PHYSICAL ROOM OR ONLINE: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

START/END TIMES OF MEETING/EVENT: \_\_\_\_\_

NUMBER ANTICIPATED: \_\_\_\_\_

HOST NAME: \_\_\_\_\_

HOST CONTACT EMAIL: \_\_\_\_\_

HOST CONTACT PHONE: \_\_\_\_\_

COHOST NAME: \_\_\_\_\_

COHOST CONTACT PHONE: \_\_\_\_\_

NEEDS: (EX: SNACK TABLE, PROJECTOR, TV MONITOR, ETC...)

---

DESCRIPTION OR MEETING \_\_\_\_\_

OFFICE USE ONLY:

APPROVED:

DISAPPROVED: