



Room Reservation Request Form

Club Name: _____ Date Requested: _____

Club Email: _____

Room being requested (include room number and floor): _____

Date(s) of Room Request: _____

Times of Room Request: _____

Reason for Request: _____

An organization or sports club may use any facility on campus or in the dormitories for the following reasons:

- Meetings
- Events
- Activities
- Programs
- Seminars
- Speakers
- Officer meetings

The request rules are as follows:

- Must submit the request with Student Life Coordinator 8 business days before the event, meeting, etc.
- Must understand that if the request is placed after 8 days a request for a room will NOT be placed.
- For organization, club, or sports club MEETINGS you can only request rooms for 2 days out of the week, *maximum*.
- Event room request will need to be placed as early as possible, do not rely on the activities calendar to be a reminder. Your organization or sports club **MUST** put in the request.
- Organizations do not need to submit a request for the following areas: Cafeteria Activities Center Lobbies

SLC Signature: _____ Date: _____

