



## 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: \_\_\_\_\_