



## Student Organization Room Request Form

**CLASSROOM SERVICES**  
MailStop 14, Fax 7471

**THE STUDENT CENTER**  
MailStop 114, Fax 1040

To request a reservation for any campus space, submit this form to the Student Center Director by mail to MailStop 114, or deliver to Student Center Rm 2-06. Student Center Director then coordinates with Classroom Services. One activity per form.

Every effort will be extended to provide you with a room for the requested date and time. Curricular activities for scheduled classes and exams have first priority for room requests. All student organization room requests must be made through the Director of the Student Center, who will contact Classroom Services. Student Organizations are not to contact Classroom Services directly. You will be notified by the Director of the Student Center with a confirmation.

Name of Contact Person: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone/Cell \_\_\_\_\_ eMail: \_\_\_\_\_

Name of Student Organization: \_\_\_\_\_

Name/Description of Activity: \_\_\_\_\_

Date	Prep Time <sup>1</sup>	Start Time – End Time	Clean-up Time <sup>1</sup>	# of people	Food (y/n)	Media #	Room Pref <sup>2</sup>

<sup>1</sup> prep time and clean-up time will not appear on confirmation.

<sup>2</sup> room preferences will be honored whenever possible. However, there is no guarantee.

**MEDIA REQUEST:** For the items listed below, please provide the quantity needed:

1. 35 mm slide projector \_\_\_\_
2. Microphone \_\_\_\_
3. Overhead Projector \_\_\_\_
4. Projection Screen \_\_\_\_
5. Audiocassette player \_\_\_\_
6. TV/VCR a. VHS \_\_\_\_ b. ¾" \_\_\_\_
7. Video projector w/VCR \_\_\_\_
8. View box \_\_\_\_
9. Other (be specific):

Other Comments:

*Classroom Services Use Only*

Event # \_\_\_\_\_ Rec'd \_\_\_\_\_ Input \_\_\_\_\_ Confirmed \_\_\_\_\_ (RS0)

Event # \_\_\_\_\_ Rec'd \_\_\_\_\_ Input \_\_\_\_\_ Confirmed \_\_\_\_\_ (A/V)