



Student Organization Room Request Form

CLASSROOM SERVICES & THE STUDENT CENTER

Box 14, Fax 7471

Box 114, Fax 1040

Please provide the following information when requesting a room reservation for any campus space. Submit this form to Adam Burgman, the Assistant Director of the Student Life, at Adam.burgman@downstate.edu who will contact Classroom Services. One activity per request form:

Name of Contact Person: _____ Today's Date: _____

Phone #: _____ Email: _____

Name of Student Organization: _____

Name/Description of Activity: _____

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

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

1. Microphone _____ 2. TV/DVD/VCR _____ 3. _____ Projection Screen _____ 4. _____ Overhead Projector _____

Other (be specific): _____

Classroom Services Use Only			
Event # _____	Rec'd _____	Input _____	Confirmed _____ (RS0)
Event # _____	Rec'd _____	Input _____	Confirmed _____ (A/V)

¹ prep time and clean-up time will not appear on confirmation

² room preferences will be honored whenever possible, however, there is no guarantee

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.