



Student Organization Room/Zoom Request Form

One activity per request form:

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

Phone #: _____ Email: _____

Name of Student Organization: _____

Name/Description of Activity: _____

Please list in order the date/room you prefer Is this a recurring event? _____

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

MEDIA REQUEST:

<i>Classroom Services Use Only</i>			
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.

Submit this form to Adam Burgman at Adam.Burgman@downstate.edu