

**OFFICE OF THE REGISTRAR**

322 Student Union  
Stillwater, Oklahoma 74078-1013  
405-744-6876 | [gurooms@okstate.edu](mailto:gurooms@okstate.edu)

**GU ROOM REQUEST FORM**

Event Name	IEEE - Credera Workshop/Recruiting Session
Expected Attendance	Max 60 People
Organization	IEEE
Name (First/Last)	Roger Bennett
Banner ID/CWID	A20113042
Email	robenne@okstate.edu
Phone Number	(xxx)-xxx-xxxx (936) 320-9949
Start Time	Time (xx:xx am/pm): 05:30 PM
End Time	Time (xx:xx am/pm): 06:30 PM
Date	Start Date (xx/xx/xxxx): 02/21/2022 End Date (xx/xx/xxxx): 02/21/2022  Occurrences:  One Time: <input checked="" type="checkbox"/> Weekly: <input type="checkbox"/> Monthly: <input type="checkbox"/> Unique: <input type="checkbox"/>  If start and end date aren't one-time occurrences, please select day(s) of the week for your meeting:  <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su  Unique Date Description (Please provide a list of each meeting date):  _____ _____ _____ _____ _____ _____
Room Choice #1	Engineering North 460 (EN 460)
Room Choice #2	
Room Choice #3	
Comments	We need a room that will accommodate 60 people. EN is our preferred location, but if it is not available I will need a list of alternatives.  (Please give a brief explanation of why you are requesting the room or any additional information you would like provide.)
Terms and Conditions	Food, drink, and charging for attendance for events is not allowed in General University rooms.
Agree to Terms and Conditions	<input checked="" type="checkbox"/> Yes, I agree <input type="checkbox"/> No, I do not agree