

ROOM RESERVATION REQUEST
PLEASE RETURN TO REGISTRAR'S OFFICE AT LEAST TWO WEEKS
IN ADVANCE OR EVENT

Today's Date: _____ Phone #: _____ Mailbox #: _____

Your Name: _____

Organization Name: _____ Organization Phone #: _____

Event: _____

Purpose of Event: _____ Estimated Attendance: _____

Date of Event: _____ Time of Event: _____ to _____
(please include set-up time)

Campus Building Requested: _____ Room Requested: _____

**Reservations for the Barrister's Club are handled through the Food Service Director of ARA.
Please call extension 2242.**

If you want this event publicized in the *Digest*, please submit a *Digest* Submission form to the appropriate office.

If you are requesting the presence of any administrator, please contact their office.

| <u>MAINTENANCE</u> | <u>SECURITY</u> | <u>ARA FOOD SERVICE</u> |
|--|--|---|
| Will your event require: ____ # of Tables ____ # of Chairs ____ # of Trash cans ____ Podium Location _____ Other _____ <u>HOUSEKEEPING</u> The room(s) confirmed below will need to be cleaned up before and after event. | Will your event require: ____ # of reserved parking spaces Location: _____ _____ Other: _____ _____ | If your event requires food service, a Food service request form must be Filled out at least two weeks in Advance of the event and submitted to the Food Service Director of ARA. Please call ext. 2242, to discuss what you will need. Student organizations must have food service request forms approved by the Dean of Students. |

YOUR REQUEST HAS BEEN CONFIRMED FOR THE FOLLOWING:

DATE: _____ **TIME:** _____ **ROOM:** _____

APPROVED: _____