**STUDENT GROUP / ROOM RESERVATION REQUEST FORM**

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Group \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Title [as you wish it to appear on Student Activities Calendar] and Description [please provide in detail]**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date[s]:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Circle Preferred Location[s]:**

**Auditoriums** / Connor Moore Holden Cori Erlanger Clopton Wohl

**Small Group Rooms** / SG 201-212: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Labs 3rd floor:  Labs 4th floor [**no food or beverages allowed**]:

**Other** / Atrium Hearth Shell Lobby Shell Link/Café Seating 213 A/B 214 A/B

**When submitting your room request[s], please confirm the following: [\*\*\*Billable Services]**

* Should this event be placed on the Canvas Student Activities Calendar: NO or YES
* Number of persons attending this event: \_\_\_\_\_\_\_\_
* \*\*\*Will this event have food or beverages: YES NO
* \*\*\*Will this event require an AV Technician: YES NO
* \*\*\*Will this event require additional (circle):
  + **Tables ($15/ea) How many? \_\_\_\_\_\_\_\_**
  + **Chairs ($1.50/ea) How many? \_\_\_\_\_\_\_\_**
  + **Trash/Recycle Receptacles (no charge)**

**Office Use:**

**Additional Instructions/Information Regarding This Event:**

**FIS Billing # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept Cont-Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Processed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Assigned to [location[s]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Desktop: room reservation form for student groups**