**Classroom/Conference Room
Reservation Form**

(Please note: reservations can only be made for 1 semester ahead)

Classroom or Conference Room **(circle one)**

Requested Day and Dates:

Requested Times:

Number of People:

Name of Event:

Sponsoring Faculty Member:

Contact Person:

Contact Phone #:

**Note:**

* **Absolutely no food/drinks allowed without prior approval from the Dean’s Office!**
* **Submit reservation form to Janet or Lindsi. A confirmation email will be sent when request has been processed.**
* **If any changes need to be made, please notify:**

**Janet (jlj158)
Lindsi (lmw136)**

**RJ (ued18)**

**Special Request(s):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Administrative Assistant Signature Date

**Remember! You are responsible for cleaning up after your meeting, and putting the room back to conference/classroom style**