

**ROOM RESERVATION REQUEST**  
**PLEASE RETURN TO REGISTRAR'S OFFICE AT LEAST TWO WEEKS**  
**IN ADVANCE OF 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.**

**MAINTENANCE**

Will your event require:

- \_\_\_\_\_ # of Tables
- \_\_\_\_\_ # of Chairs
- \_\_\_\_\_ # of Trash cans
- \_\_\_\_\_ Podium

Location \_\_\_\_\_

Other \_\_\_\_\_

**HOUSEKEEPING**

The room(s) confirmed below will need to be cleaned up before and after event.

**SECURITY**

Will your event require:

- \_\_\_\_\_ # of reserved parking spaces

Location: \_\_\_\_\_

Other: \_\_\_\_\_

**ARA FOOD SERVICE**

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: \_\_\_\_\_