

Room Reservation Requirement

(Email this information to the main office)

Room Reservation directly related to a class such as a meeting, film screen, review session, exam, make-up class, etc.:

- Event Description:
- Course Number and Section:
- CRN:
- Day of the week, date, and time that room is needed:
- Estimated Attendance:
- Requested Room or Space:
- Alternate room possibilities:

Room Reservation NOT directly related to a class such as a guest, meeting, lecture, or film for an entire language section or multiple groups of people:

- Event Description:
- Day of the week, date and time that room is needed:
- Estimated Attendance:
- Requested Room or Space:
- Alternate room/space possibilities:
- Will Food be served:
- Is it open to the general public:
- Is admission being charged: