BUILDING AND ROOM RESERVATION FORM
FACULTY/STUDENT USE

DATE OF APPLICATION: ______________________

Name of Requester: ___________________________________

Division, Department, Office or Organization Represented: ____________________

Name of Building or Room: ___________________________

Purpose for Use: ________________________________

Date of Use: ____________________ Hours: ________________

I __________________________ agree to clean the room(s), to return all materials used to their appropriate places, to prevent smoking and littering, and to maintain security of the building and its contents.

Signed: ______________________ Signed: ______________________
Student Activities Coordinator Requester

Signed: ______________________
Advisor

Signed: ______________________
Director of Physical Plant & Transportation

Signed: ______________________
Dean of Student Affairs

APPROVED ____ DISAPPROVED Signed: ______________________
Campus Security

Reason for Disapproval: ____________________________________________

Note: This form must be approved (10) days before the date of the event.