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: ___________________  Signed: ___________________
                     Advisor

Signed: ___________________  Signed: ___________________
Director of Physical Plant & Transportation         Dean of Student Affairs

APPROVED      DISAPPROVED  Signed: ___________________

Reason for Disapproval: _____________________________________________

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