



Morris College
Sumter South Carolina 29150

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: _____
Requester

Signed: _____
Advisor

Signed: _____
Dean of Student Affairs

_____ ***APPROVED*** _____ ***DISAPPROVED***

Director of Physical Plant & Transportation

Reason for Disapproval: _____

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