Room Reservation Requirement
(Email this information to the main office)

For **course related** reservations (class meeting, film screening, review session, exam, make-up class), please provide the following info:

- Event name:
- Course number and section (CRN if you know it):
- Date and time (start time and end time of the event):
- Estimated Attendance:
- Requested Room:
- Alternate room or set up needed:

For **non-course related** reservations (guest lecture, program meeting, conference, film for multiple groups of people). Same as above, but additional information needed:

- Event name:
- Event description:
- Date and time (start time and end time of the event):
- Estimated Attendance:
- Requested Room:
- Alternate room or set up needed:
- A/V equipment needed:
- Will food be served:
- Is it open to the general public: