

Room and Arrangements Request

Care of Facility: The club is responsible for room cleanup and any damages occurring as a result of facility use. If assigned a classroom, please return the room to its original arrangement. Alcohol/Tobacco use is strictly prohibited.
I have read the above policies and procedures and agree to abide by them in representation of the Student Club named below.

Club Name: _____

Club Officer's Signature: _____ **Date:** _____

Phone: _____ **E-mail:** _____

Advisor's Signature: _____ **Date:** _____

Phone: _____ **E-mail:** _____

Purpose: _____

Expected Attendance: _____

Preferred Room (classrooms, conference rooms, pit, courtyard, etc.):

#1: _____

#2: _____

#3: _____

How much time is needed for set-up? _____ **For clean-up?** _____

Please list each individual day as shown in the example below:

Monday ***September*** ***8*** ***12 pm*** ***2 pm***

<i>Day of the Week</i>	<i>Month</i>	<i>Day</i>	<i>Start Time</i>	<i>End Time</i>

For Office Use Only:

Room Reserved: _____ Date: _____

Audio/Visual: _____ Date: _____

Facilities Work Order: _____ Date: _____

Student Life Signature: _____