

Conference Room (ED216) Reservation Form

I, _____, would like to reserve Conference Room ED216 for use by
Name

_____ on _____ from _____ to _____.
Group day and date start time end time

I agree to take sole responsibility for its use and will monitor the care and respectful treatment of the facility. Upon completion of the reserved time, I will return the room to its original condition. All trash will be placed in proper containers, equipment will be locked up in appropriate closets, and all tables and chairs will be returned to their prior placement. If the room is found in an unacceptable condition, I understand that I may be called to tend to the room and could be restricted from further use of this facility.

❖ **What equipment will you be using?** _____
 (Note: This room does not have a telephone connection)

❖ **Who will be responsible for setting it up, operating it, and returning it to its proper owner?**

 (The Dean's Office staff cannot accept responsibility for handling the equipment.)

❖ **Will food be served during this meeting? If so, when will catering pick up food? Who is the contact person to ensure catering follows through?** _____

 Signature

 Department

 Phone

 Approval Signature

***** This form must be filled out in its entirety and submitted at least 48 hours in advance for reservation consideration.**

ALL RESERVATIONS WILL BE HONORED UNLESS, ON RARE OCCASIONS, THE DEAN'S OFFICE HAS A NEED TO USE THE ROOM. YOU WILL BE NOTIFIED IN ADVANCE IF THIS SHOULD OCCUR.

**A copy of the approved reservation request can be faxed back
 Fax Nr: _____**