

## ROOM RESERVATION REQUEST

Today's Date \_\_\_\_\_

Your Name \_\_\_\_\_

Student Organization/Department \_\_\_\_\_ MC \_\_\_\_\_

Your Phone \_\_\_\_\_ Fax \_\_\_\_\_

### EVENT INFORMATION

Date(s) of Event \_\_\_\_\_

*(Please use one form per event.)*

Time Event Begins \_\_\_\_\_ Time Event Ends \_\_\_\_\_

Event Name \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Expected Attendance # \_\_\_\_\_

Group Designations (place 'x' as needed)

\_\_\_\_ Students    \_\_\_\_ Staff    \_\_\_\_ Faculty    \_\_\_\_ Residents

**AV Services must be coordinated with Media Technology. Student Organizations should refer to the Student Organization Manual for details concerning fees charged for services.**

*Note: Any event that includes non-UT Southwestern guests MUST make arrangements with Parking Services, 214-648-9600, and inform guests of parking fees and approved locations.*

Food/Beverage Included?    \_\_\_\_ Yes    \_\_\_\_ No

Location Requested: \_\_\_\_\_

*(All rooms have a standard set up.)*

**C2.106 (maximum of 40 people)**

**C2.108 (maximum of 40 people)**

**D1.700 and D1.600 (12 noon – 12:45 p.m. only)**

**Please e-mail form to [beverly.gatewood@utsouthwestern.edu](mailto:beverly.gatewood@utsouthwestern.edu).**