ROOM RESERVATION REQUEST
Specifically for D1.700 and D1.600 at Noon, Gooch Classrooms and S2.218

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 & D1.600 (12 noon – 12:45 p.m. only)
S2.218 – Small Classroom (maximum of 18 people)
In Front of the Cafeteria

Please e-mail form to Cynthia.Brooks@utsouthwestern.edu.