

UT Southwestern Medical Center Space Request Form

Please email completed form to SchedulingCoordinator@UTSouthwestern.edu
Space Requests are reviewed and processed in accordance with [FSS-101 Use of UT Southwestern Facilities](#).

CONTACT INFORMATION

Today's Date:	Sponsoring Faculty/VP:		
Requestor:		Email:	
Department:		Telephone:	

GENERAL INFORMATION

Course/Event Name:	Course Number (if applicable)		
Purpose/Description**			
Degree-Granting School:	<input type="checkbox"/> Medical School	<input type="checkbox"/> Graduate School	<input type="checkbox"/> School of Health Professions
Expected Attendance:	Participants (check all that apply)		Off-Campus Guests**
	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty
CME/CE credit?	<input type="checkbox"/> Physician	<input type="checkbox"/> Nursing	<input type="checkbox"/> Pharmacy
	<input type="checkbox"/> Other _____	<input type="checkbox"/> N/A	
Registration Fee?	<input type="checkbox"/> Yes (Profit above expenses belong to UT Southwestern)		<input type="checkbox"/> No
Vendor Exhibit(s)?	<input type="checkbox"/> Yes (Policy FSS-102 applies)	<input type="checkbox"/> No	Vendor Name(s)
Jointly Sponsored with an Outside Organization?	If Yes, <u>Provide Sponsoring Faculty/VP Signature below:</u>		
	<input type="checkbox"/> Yes (Policy FSS-101 applies) <input type="checkbox"/> No		
Catering:	<input type="checkbox"/> Yes <input type="checkbox"/> No *Arrangements must be made directly with approved caterer of your choice* ***Auxiliary Restaurant Group is Preferred Caterer Campus Wide***		
Please indicate caterer:	<input type="checkbox"/> Auxiliary Restaurant Group (Exclusive caterer for ND14 & NG3)	<input type="checkbox"/> A.W. Harris Faculty Club	<input type="checkbox"/> Outside
Alcohol served?	<input type="checkbox"/> Yes Approval required - Request for Permission to Serve Alcoholic Beverages		<input type="checkbox"/> No
Audio Visual:	<input type="checkbox"/> Yes <input type="checkbox"/> No Audiovisual arrangements must be made by client through the placement of a ServiceNow ticket. A/V fees and technician fees are assessed for all after-hours functions and weekend events. Office hours are 8:00am-5:00pm.		

Room Setups: All rooms have a default setup. Please consult with the Scheduling Coordinator to confirm the default setup in your assigned room. Should a special room arrangement be required, please notify the Scheduling Coordinator and then contact Facilities Management: Fred Frost (214-648-2418). Setup fees are charged back.

ROOM INVENTORY

SOUTH CAMPUS			NORTH CAMPUS		
Room	Capacity	Room Number	Room	Capacity	Room Number
Gooch Auditorium	1040	C2.200	Simmons Biomedical Research Building		
D1 Classrooms under McDermott Plaza			Multipurpose Room (classroom style)	40	NB2.100A
Classroom	24	D1.100	EEF Auditorium	349	NB2.1A&B
Classroom	24	D1.102	Pickens Biomedical Building – 14th Floor		
Classroom	42	D1.106	Conference Room A (boardroom)	18	ND14.104
Classroom	50	D1.200	Conference Room B (boardroom)	18	ND14.110
D1 Lecture Halls under McDermott Plaza			Open Dining Side	365	ND14.200/300
Richardson Lecture Hall	225	D1.502	Multipurpose Room C (u-shape)	26	ND14.206
Zale Lecture Hall	275	D1.600	Pickens Biomedical Building – 3rd Floor		
Jones Lecture Hall	225	D1.602	T. Boone Pickens Auditorium	186	NG3.112
Stemmons Memorial Lecture Hall	275	D1.700	NG3 Commons Area	200	NG3 Commons
E6 Floor			Multipurpose Room A&B (classroom)	54	NG3.202
Provost's Office Seminar Room	75	E6.200	Breakout Room (classroom)	14	NG3.106
Conference (Catering Room for E6.200)	6	E6.204	Breakout Room (boardroom)	8	NG3.108
			POB2 HA1 Conference Center		
West Campus Building 3 (WCB3)			Classroom	48	HA1.100
			Boardroom	14	HA1.104
Classroom 9.406 (classroom style)	72	9.406	Boardroom	14	HA1.110
Classroom 9.808 (chairs only)	76	9.808	Conference Room	10	HA1.200
Classroom 9.812 (chairs only)	30	9.812	Conference Room	10	HA1.202
			Conference Room	10	HA1.206

