

ROOM RESERVATION REQUEST

Specifically for D1.700 and D1.600 at Noon, Gooch Classroom, and Spaces Below

DATE / CONTACT INFORMATION	
Today's Date:	
Requester's Name:	
Student Organization/Department:	Mail Code:
Requester's Phone:	Fax:
EVENT INFORMATION	
Date(s) of Event: <i>(Please use one form per event.)</i>	
Type of Event: <input type="checkbox"/> In-Person Event Only <input type="checkbox"/> Hybrid Event	
Time Event Begins:	Time Event Ends:
Event Name:	
Purpose of Event:	
Expected Attendance #:	
Group Designations (place 'x' as needed) <input type="checkbox"/> Students <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Residents	
AV Services must be coordinated with Media Technology. Student Organizations should refer to the Student Organization Manual for details concerning <u>fees</u> charged for services.	
<i>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.</i>	
Food/Beverage Included? <input type="checkbox"/> Yes <input type="checkbox"/> No	
LOCATION	
Location Requested (List Below): <i>(All rooms have a standard setup.)</i>	
Rooms:	
C2.108 (maximum of 15 people)	
D1.700 & D1.600 (12 noon – 12:45 p.m. only)	
Spaces:	
Cafeteria Area – Space in front of the South Campus cafeteria	
Administrative Hall – Hall outside D1.700 that leads to the Gooch stairs	
Library Stairwell Area – Hallway by and underneath the library stairs	
U-shape Area – All three spaces listed above	

Please e-mail form to Jessica.Hartsfield@utsouthwestern.edu.