ROOM RESERVATION REQUEST
Specifically for D1.700 and D1.600 at Noon, Gooch Classrooms, and Spaces Below

Today’s Date __________________

Your Name ____________________________________________________________________________

Student Organization/Department ____________________________________________ Mail Code ______

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 (listed below): ____________________________________________
(All rooms have a standard set up.)

Rooms:
C2.106 (maximum of 40 people)
C2.108 (maximum of 40 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 Cynthia.Brooks@utsouthwestern.edu.