

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.