

Room Reservation Form

CHECK THE CALENDAR FIRST

Have you confirmed that the date and time for your event does NOT conflict with another planned event?

Please submit this form at least 5 full business days before your event.

IMPORTANT: If you are requesting a room for an event, you must complete this form in entirety. Omitting information will cause a delay in processing your request.

Organization Name:

Representative Name:

Email address:

Phone number:

Type of Event :

Table request for Huntington Commons Hallway - - - Yes No Serving food from the table?

General Body Meeting (open to all students)

Members Only Meeting (open to members only)

Hosting Guest/Speaker/Reception

(Guest/Visitor/Speaker's name) _____

(Guest/Visitor/Speaker's name) _____

Date of Event

Event Start Time

Event End Time

- 1)
- 2)
- 3)
- 4)

If you are requesting to reserve a table only, you may stop here.

Estimated Attendance: _____ **Room# (1st choice):** _____ **Room # (2nd choice)** _____

How would you like the furniture to be arranged?

Default setting for the room.

Theater style (rows of chairs)

Classroom Style (rows of tables with chairs)

Hollow square

U-shape

Conference style (long conference table with chairs)

Banquet style (large, round tables with chairs)

Reception style (few or no tables or chairs)

Special set-up instructions, if any:

Yes No

Are you serving food at this meeting or event?

inside the room

outside the room (will need tables & trash cans)

Yes No

Are you arranging for food delivery to the law school for your event?

Food vendor's name _____

Name of person accepting delivery _____

Cell Phone _____

Yes No

Do you need any parking spaces reserved? How many? _____

Yes No

Do you want your event to be recorded? (Two weeks' notice required.)

Yes No

Will you need assistance from maintenance?

.....If yes, please describe:

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Web Calendar Information: