

BISHOP- FAVRAO HALL CONFERENCE ROOM RESERVATION FORM

PLEASE RETAIN FOR YOUR RECORDS AND, IF APPROVED, POST THIS FORM ON THE DOOR DURING YOUR TIME SLOT. ROOM RESERVATIONS ARE LIMITED TO ACADEMIC ACTIVITIES INCLUDING TEAM PRESENTATIONS, REHEARSALS, PRE-DEFENSE, COMMITTEE MEETINGS, COMPETITION TEAMS, ETC.

NAME:

EMAIL:

TODAY'S DATE:

DATE ROOM REQUESTED FOR: _____ TIME BLOCK REQUESTED: _____

NUMBER OF PEOPLE:

PURPOSE (PLEASE CIRCLE):

- PRE-DEFENSE
- COMMITTEE MEETING
- REHEARSALS FOR CLASS PRESENTATIONS
- OTHER:

****Turn in to staff in 430H or 430F**

OFFICE USE ONLY: RESERVATION MADE BY _____ ROOM # 323

UPDATED 8/17/16