

Room Reservation Request

Please print and complete the following form and return it to Patrice Tonnis in the Faculty Support Center West (Frazee).

* = Required

*Event

day:

For **multi-day or recurring** events, mark the **first** day/date in the form and provide additional details in the **Comment** space below.

*Event date: / / (mm/dd/yy)

*Start time: AM PM

*End time: AM PM

*Number of attendees:

*Person making request:

*Department:

*Extension:

*E-mail:

*Event name/purpose of use:

*Preferred building & room:

Comments: