

R25 Room Request

Submit to the Student Life Office

Complete this form to request a room on campus for a club sponsored meeting, event, or activity. You will be notified within 48 hours of confirmation receipt for your room reservation.

Date submitted:				
Club/Org.:				
Type of Event:				
Date(s): (Day & Date)				
	(When reques	sting multiple dates lis	t each date)	
Times:	Start:	End:		
Room Requested:				
Submitted by:				
Email:				
Phone # or ext.:				
Comments:				

For Office Use Only

Date request submitted in R25:

Reference Number:

Initials: