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 requesting multiple dates list 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: