



## ROOM SCHEDULING REQUEST FORM

**Date/Time of Event:**

**Student's Name and Sponsoring Organization (Club or Student Interest Group):**

**Presenter/Company/Industry:**

**Purpose/Goals and Objectives of the Presenter of the Presentation:**

*Please be aware that documents must be completed, and faculty members must be present for events sponsored by the industry.*

**Name of the faculty member in charge of ensuring the space is in good condition and follows Academic Industry Policy and Compliance:**

**Room Requested:**

*Please make sure the meeting closes on time by 12:55 p.m. if you are hosting a speaker or invitee in Friends or Patterson at noon.*

**Approval of faculty advisor for sponsoring organization (Club or Student Interest Group):**

*Please note that faculty are responsible for the condition of the room reserved after the event.*

**Reviewed by the Associate Dean for Students:** \_\_\_\_\_

*Approved forms should be submitted to the Student/Academic Affairs Office AG030.*