

Date Received \_\_\_\_\_

Registered \_\_\_\_\_

Room Assigned \_\_\_\_\_

## *UMT Registered Student Organization Academic Classroom Reservation Form*

*Student Organization:* \_\_\_\_\_

*Event Name:* \_\_\_\_\_

*Speaker & Subject Matter (If applicable):* \_\_\_\_\_

\_\_\_\_\_

*Contact Person:* \_\_\_\_\_

*Contact Phone Number:* \_\_\_\_\_

*Contact Person's E-mail:* \_\_\_\_\_

*Building Location:* \_\_\_\_\_

*Anticipated Size of Event:* \_\_\_\_\_

*Members Only:* \_\_\_\_\_ *Yes* \_\_\_\_\_ *No*

(If **NO**, please attach an **Event Form**, which **MUST** be submitted **10** working days in advance.)

*Begin Date:* \_\_\_\_\_ *End Date:* \_\_\_\_\_

*Begin Time:* \_\_\_\_\_ *End Time:* \_\_\_\_\_

*Day of the Week:* \_\_\_\_\_

*Daily:* \_\_\_\_\_ *Weekly:* \_\_\_\_\_ *Bi-weekly:* \_\_\_\_\_ *Monthly:* \_\_\_\_\_

*President's E-mail:* \_\_\_\_\_

*Advisor's E-mail:* \_\_\_\_\_

1. Reservation form should be submitted at least 3 days prior to the event
2. Room assignments are subject to change based upon availability and class reassignment
3. Organization changes in event time, date or place require a new classroom reservation form.
4. All rules pertaining to the serving of food should be observed.
5. Reserved classrooms should be left in a neat and organized fashion.
6. Organizations will be held responsible if damages occurring during the use of the facility.