

ROOM REQUEST FORM

Committee _____

Person making request _____

Date of request _____

Date for event _____

Type of event _____

Room preference _____

Time event begins _____

Time event ends (approx.) _____

Time front door should be unlocked _____

Does door need to remain open for the entire time of the event? _____ If so, what time can the door be locked? _____

Please note it is your responsibility to be sure lights are turned off in room event is held as well as hallways if you are the last person exiting the building.