

## Student Life Conference Room (E137F) Reservation Form

### Student Life Conference Room Reservation Policies:

- The purpose of the Student Life conference room is to provide a place for student organizations and organizations to meet, as well as to support Student Life Activities. When the room is not being used for these reasons, other departments on campus may reserve the room.
- The conference room may be reserved no more than one month in advance of the date requested during the academic year (September 1-May 31).
- The room may not be used more than two full days during a given week.
- Exceptions to the above policies will be accommodated on a case by case basis.
- Contact any of the Student Life Staff with questions.

Name of Student organization/Organization: \_\_\_\_\_

Reason for Use: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone/Email: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s): \_\_\_\_\_