

Room Request Form

Description

[? Form Guidelines](#)

This form is for Faculty, Staff and TA's booking instructional or meeting space.

If you are a student requesting rehearsal space, please use the Virtual EMS (V-EMS) webpage: [Virtual EMS Link](#)

- ***Bold items are required**

- Requestor Name*

_____ First _____ Last

- Email*

- Student ID

Requests from students will not be processed without 8-digit UR-ID number!

- Event Type _____

- The event title & description are optional, but will help determine how your information will appear on posted schedules or on the web (if applicable). Here are some examples:

Correct

Joe Student's Lecture Recital
Theory Department Meeting
Student Association Fundraiser

Incorrect

Recital
Meeting
Fundraiser

- Event Title _____

- Event Description

- Date of Event*

_____ MM slash DD slash YYYY

- End Date (if different)

_____ MM slash DD slash YYYY

- Beginning Time*

: Hours
Minutes

_____ AM/PM

- Ending Time*

: Hours

Minutes

_____ AM/PM

- Approx. how many people will attend? (Enter Number Only)*
- Grand piano required?
 - Yes
 - No
- Room Preference _____
- Comments:

Comments or other information that will help us find a room suited to your needs.

- *I understand that if approved, my event may appear on posted schedules and/or on the web where it can be viewed by anyone.*

[? Form Guidelines](#)

[? Registrar Home](#)

Date

2024/06/25