Request a Room–TEST

Description

- ***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	**Incorrect**
Joe Student's Lecture Recital	Recital
Theory Department Meeting	Meeting
Student Association Fundraiser	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.*

Submit

Date
2024/05/16