



## R25 Room Request

*Complete this form to request a room on campus for a club sponsored meeting, event, or activity. Submit to the Student Life Office. You will be notified within 48 hours of confirmation receipt for your room reservation.*

Date submitted: \_\_\_\_\_

Club/Org.: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_  
(Day & Date)

\_\_\_\_\_  
(When requesting multiple dates list each date)

Times: Start: \_\_\_\_\_ End: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Email: \_\_\_\_\_

Phone # or ext.: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_