

Name: _____

Email: _____ Phone: _____

Are you a: Student Faculty/Staff Community Member

Type of Event: SI Committee/Organization Other

Event Name/SI Class: _____

Building Preference*: Gardner Angell Canterbury
 Shrader Old Colony No Preference

Room Size (# of People Expected): 1-15 16-30 31-45 45+

Reservation Frequency

- One Time on the Date of _____
- Starting the Date of _____ and Recurring to End Date of _____
- Recurring Throughout Current Semester

Day of the Week:	Event Start Time	Event End Time
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____

Additional Requirements[†]: _____

Signature: _____ Date: _____

You will receive email confirmation when your room is reserved.

*For the Roberts and Presidents Conference Rooms, please make reservations through Sheryl Weisen at x3703

*For the Student Center Auditorium, please make reservations through Cheryl Stone at x3718

†For equipment needs, please contact the iDesk at x3727