

## Meeting Room Request Form

This form is to be used by student clubs and organizations to request a meeting room. This form must be submitted each semester or each time a club wishes to change its meeting day/time or location. No meeting room will be considered officially reserved until written verification is provided by the Center for Student Life & Leadership Development.

**Club/Group**

**Name** \_\_\_\_\_

**Requestor**

**(student)** \_\_\_\_\_

**G-Number** \_\_\_\_\_

**Requestor**

**Email** \_\_\_\_\_

**Requestor**

**Phone** \_\_\_\_\_

**Advisor**

**Name** \_\_\_\_\_

**Advisor**

**Phone** \_\_\_\_\_

**Advisor Email** \_\_\_\_\_

**Facility**

**Requested** \_\_\_\_\_

**Day(s)** \_\_\_\_\_

**Start Date** \_\_\_\_\_

**End Date** \_\_\_\_\_

**Start Time** \_\_\_\_\_

**End Time** \_\_\_\_\_

Groups agree to:

- Return the meeting room to the state in which they found it (i.e., return chairs and desks to their original positions, etc.)
- Clean up any spills, messes, or other issues. Where appropriate, groups will contact Facilities for clean up.
- Immediately report any issues with the room or the equipment in the room to the Center for Student Life & Leadership Development.
- Secure the room after use.

The undersigned advisor (or their faculty/staff designee) agrees to be present during the times of use listed above for the requested facility and accepts full responsibility for its proper use and supervision.

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Life & Leadership Manager Signature

\_\_\_\_\_  
Date

For use by the Center for Student Life & Leadership Development staff only:

Room confirmed by \_\_\_\_\_

Date \_\_\_\_\_