

General Room Request Form

Date: _____

Submitted by: _____

Phone #: _____

Email: _____

Check one: New Request Change Request Cancel Request

ORIGINAL REQUEST

Department/Organization: _____

Event Description: _____

Quarter: _____

(Example: Spring 2006)

Day(s): _____ Start Time _____ End Time _____
am/pm: _____ am/pm: _____

Reoccurring: Mon Tue Wed Thu Fri Sat Sun

Building/Room Preference(s):

Building: _____ Room: _____

of People: _____

NEW REQUEST

Department/Organization: _____

Event Description: _____

Quarter: _____

(Example: Spring 2006)

Day(s): _____ Start Time _____ End Time _____
am/pm: _____ am/pm: _____

Reoccurring: Mon Tue Wed Thu Fri Sat Sun

Building/Room Preference(s):

Building: _____ Room: _____

of People: _____

Other Room Requirement: (For Media/Audio Visual Services, please call 773-834-4499)

(*Put any media needs here, seminar vs. lecture style rooms, etc...)

Notes:

Request are on a first come first serve basis. Scheduling is done for **CURRENT QUARTER ONLY**. No scheduling during Finals Week.

After hours scheduling for Monday - Friday and on Weekends contact the following:

For Stuart Hall and Harper Memorial send email to ORCSA/Ida Noyes, via idasched@listhost.uchicago.edu We continue to reserve Cobb Hall for academic classes and extra sessions related to them. Other buildings with central registrar's pool space are not available. **Please Note: You must clean up the room after your use (discard trash, put furniture back in order, etc. Thank you for your cooperation!**

Please use notes field for clarification if you are unable to fully convey your change in the provided fields. Also include any special requests or questions there. Please send request to RegistrarRooms@listhost.uchicago.edu if necessary call 702-7891.