

# OFFICE OF THE UNIVERSITY REGISTRAR

## GENERAL ROOM REQUEST FORM

Date:

Submitted by:

Phone #:  Email:

Check One:  New Request  Change Request  Cancel Request

### EVENT INFORMATION

Department/Organization:

Event Description:

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

(Example: Spring 2012)

Recurrence:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Number of Attendees:  Optional Preferred Building:  Preferred Room:

Room feature requests (e.g. multimedia equipment for presentations, seminar room , lecture hall):

Notes:

Please return this form to the Office of the Registrar at RegistrarRooms@lists.uchicago.edu or fax to 773-702-3562. If you have any questions, please call 773-702-7891.

**Please ensure that the room is used responsibly and that the furniture is returned to its proper place if moved. Groups or departments that leave rooms in an unacceptable state will lose their room use privilege.**

### Room Scheduling Policies:

Room requests are processed first-come first-served after the course room scheduling is completed, at the beginning of each new quarter. For instance, you may submit a room request for a winter event in the autumn, but it will not be fulfilled until the beginning of the winter quarter. Rooms are not available for events during finals week.

### Procedures for After-hours and Weekend Events:

We schedule evening and weekend events in Cobb Hall for academic classes and extra sessions related to them. Registrar classrooms in other buildings are not available.

The Office of the Reynolds Club and Student Events (ORCSA) schedules Stuart Hall and Harper Memorial for evening and weekend events at <http://orcsascheduling.uchicago.edu>.

For weekend events, you will need to sign out a key from the Registrar's Office and will need to provide a department account number, which will be charged \$25 if the key is not returned.