

## ***Special Facility Request Form*** Instructions

This form may be used by academic departments and campus offices to request university classroom space for special events. Off-campus organizations or individuals may request rooms through the Campus Events office while student groups should request rooms through the Event Planning office in the Student Union.

Use this form only if you want to schedule **all university classroom or auditorium** space. Requests for conference rooms, computer labs, or other special use facilities should be directed to the specific college/department/office that has control over the facility.

### Filling out the form

- Complete the form by clicking in the fields, and entering the appropriate information.
- To request rooms for a certain date range, use the following convention: Start date – End date and check the days of the week. Example: 6/20 – 7/14 xF).
- The more general your room requests, the easier to accommodate them. Rather than request specific rooms by number, you may want to request rooms in certain buildings or areas (e.g. ENGR area, LA area, PH area, lower campus, or upper campus).
- For multiple-room requests, indicate under “additional information” how many rooms you need.
- If you require AV equipment in addition to what is already provided in the scheduled room, you should contact Audio Visual Services.
- **Be sure to fill out the questions regarding off-campus participants and fees.** Failure to complete certain fields, such as providing alternative room/building choices, may result in a processing delay.

### Submitting the form

To submit your request, print the completed form and submit to Academic Support by mail or fax.

Mail: Academic Support, BH-123

Fax: 5-7003

**Allow at least 48 hours for your request to be scheduled and confirmed.**