

GBA Club, Room Reservation Request Form

In order to reserve a room for any club event, this form must be completely filled out and given to the office of Student Affairs for verification and reservation of your room.

Club: _____

Club Contact Name: _____

Club Contact Phone number: _____

Club Contact E-mail address: _____

Desired selections

Date of Event: _____

Alternate date(s) _____

Room your club would like to Reserve: (mark a 1 next to the most preferred and so on)

___ 12th floor lounge

___ Classroom (number _____)

___ Plaza Café

___ (Other) _____

___ Residence Hall 1st floor lounge

time needed: from: _____:_____

to _____:_____

alternate time: from: _____:_____

to _____:_____

contacted: _____

reserved: _____