

Gallaudet Student Organization / Department ROOM RESERVATION REQUEST FORM

***** If you are reserving G-Area, MPR, Flex A/B, SAC Conf Room, Student Kitchen or Foster Auditorium;
Do so through Campus Activities *****

Please fill out all *required* information

*Organization name: _____
 *Requestor's name: _____
 *Requestor's email / pager: _____
 *Event Purpose: _____ * # of people: _____

*	Dates	Days	Times	Preferred Bldg/Room (list 1 st and 2 nd choices)
A	_____	_____	_____ to _____	1 st _____ 2 nd _____
B	_____	_____	_____ to _____	1 st _____ 2 nd _____
C	_____	_____	_____ to _____	1 st _____ 2 nd _____

Office Use Only
 Campus Activities
 approval & date
****REQUIRED
 for all student
 organizations****

I agree to the services and facilities listed below and agree to commit the organization represented for assessment of damage(s) to the reserved facilities and equipment during occupancy. I further commit the organization to comply with University policies and procedures. *I will notify the Registrar's Office in advance if I do not need the room I have reserved.*

*Requestor's signature _____
 *Date _____

MAKING ROOM RESERVATIONS:

If the space is requested by an off-campus or non-university organization, the request must be directed to Sherri Fleishell in the Office of Business and Support Services. If a Gallaudet employee (for an off-campus organization or event) requests a room reservation, Sherri Fleishell must approve the non-university group.

Contact Person: Sherri.Fleishell@gallaudet.edu 202.448.6969 (Voice/TTY)

PROBLEMS WITH: regular lighting, boards, temperature, tables, desks, or chairs (broken/need fix or replace)

Please report problems to Facilities department

Email: Facilities@gallaudet.edu Phone: 202.651.5181 (Voice/TTY/VP) Fax: 202.651.5161

NEED additional table, desks or chairs or NEED assistance moving furniture in classrooms

Email: Facilities.Office@gallaudet.edu Phone: 202.651.5011 (Voice/TTY/VP) Fax: 202.651.5957

PROBLEMS WITH: special lighting system, technology equipment or materials

Please report problems to Technology Help Desk Walk-In: HMB W121; 8am to 5pm

Email: Media@gallaudet.edu Phone: 202.651.5044 (Voice/TTY/VP) Fax: 202.651.5023

Online information: [Http://Media.Gallaudet.edu](http://Media.Gallaudet.edu)

Notes: Failure to request equipment is not considered an emergency.

(DO NOT CONTACT THE REGISTRAR'S OFFICE FOR SPECIAL SERVICES.)

For equipment not in this room permanently, you must make a request two days in advance through **Help Desk**.

- | | | |
|---|---|--|
| <input type="checkbox"/> Cable TV Connection | <input type="checkbox"/> Easel, paper & markers | <input type="checkbox"/> Public Address System |
| <input type="checkbox"/> Computer & Video Projector | <input type="checkbox"/> Overhead Projector | (microphone & amplifier) |
| <input type="checkbox"/> DVD/VCR/Projector | <input type="checkbox"/> Projection Screen | |

Office Use Only

Confirmation Numbers:

A _____
 B _____
 C _____

Registrar Staff: _____

Date: _____