Office Use Only

Approved:

Building Supervisor:

Date:

Martin C. Jischke Building Room Reservation Request Form

To reserve a room please complete this form and return it to Suzanne Wirth, 2130 Jischke Honors Building (or fax: 294-2970). The contact person you list, will be sent an email notice regarding your request.

Name of Organization/Person (Please print):

Date(s) requested:

Start time: am or pm

End time: am or pm

Estimated attendance:

Description of Event:

Type of space needed:

1. Lounge Area
2. Room 1113 (moveable tables chairs; media equipment)
3. Room 1151 (moveable tables chairs; media equipment)
4. Room 1155 (moveable tables chairs; media equipment)

Type of media equipment requested:

Room Preference:

**Statement of Responsibility**:

As sponsors of this activity, we agree to abide by the university and building policies that apply to use of this space. We assume responsibility of clean up and guarantee payment for any damages incurred as a result of our use of the building.

Name of Contact:

Email address:

Telephone Number:

ID# :

Group Name:

Account Number:

(in case of damages)