

University Village Room Registration Form

*Note: This form must be completely filled out, have the appropriate signatures as deemed below, and turned into the front desk at University Village no later than two weeks in advance. Guest parking is available in the FRC (gym) parking lot.

Student Groups: Form must be signed by the Student Life and Activities Office prior to returning to front desk.

Faculty and Residents: Student Life and Activities Office signature is not needed.

Please Print Legibly

Event: _____

Organization or Faculty Name: _____

Date of Event: _____ Time: _____

Contact Person(s): _____ Phone: _____

Attendance Open To: _____ Expected Attendance: _____

Check one of the following:

- Rm 226 "Glass Room" – 10 chairs around single table, occupancy 15
- Rm 300 "Large Conference Room" – 64 chairs around 8 groupings of tables, can be divided into two 32 chair rooms by sliding dividing wall, occupancy 150
- Rm 400 "T-shaped Lounge" – 20 chairs lounge style setup, occupancy 45
- Rm 402 "Small Meeting Room" – 10 chairs around single table, occupancy 20
- Other, including small 4 chair study areas

Approved by SLA Office: _____ Date: _____

Approved by Director UV: _____ Date: _____