Mamie Jenkins Seminar Room (104) Reservation Request Form

Request forms must be submitted at least five business days prior to the event. Reservations are confirmed only at such time that the request form has been approved and returned to the requesting unit.

Today’s Date: ___________________________ Sponsoring Unit: ___________________________

Name of Event: ________________________ Date of Event: _____________________________

Projected Total Attendees: _________________ Hours of Event: ________________________

Description of Event: __________________________

Authorization Agreement for Membership/Partnership

I understand that my department/office/unit is responsible for the requested space, 104 Mamie Jenkins Building, for the period of time covered by this reservation request. I further understand that my department/office/unit is responsible for returning the space to its original condition and maintaining the security of said room and its contents. I understand that my signature on this request represents an agreement on behalf of my department/office/unit to be held responsible for any damages which occur during the reservation request period. Should any damages occur, I understand that my department/office/unit will be required to make appropriate restitution.

Smart Classroom Note: if you utilize this equipment, remember to log off at the end of the event. If you require any technology assistance during the event, please contact Smart Classroom Assistance at 328-9830.

Requester Name       Requester Signature

Phone Number        Mail Stop Number

For Internal Use Only

Date Received: __________________ Reviewed by: __________________

Decision: __________________ Notes: __________________

Routed to: _____ Requester _____ Honors College Business Services Coordinator