

School of Engineering

Room Reservation Request

Please note, this is only for student organizations. Dean's Office will e-mail a confirmation when the location has been reserved. If you have further questions or concerns regarding event room reservation, please contact:

*Dean's Office
1 Eaton Hall
(785) 864-3881*

Rooms reserved with this form:

*1136, 2133, 3150 and 3152 Learned
Spahr Classroom (Eaton Room 2)
Eaton Atrium
Eaton Courtyard
Dean's Conference Room (Eaton Room 1)*

****Deadline – At least 24 hours in advance**

Today's Date: _____

General Information:

Contact Person: _____ Phone: _____ E-Mail: _____

Advisor's Name: _____ Advisor's Signature: _____

Advisor's E-Mail Address: _____ Advisor's Phone Number: _____

Organization/Department: _____

Event: _____

Event Information:

Date: _____ Day: _____ Time: _____ to _____

If multiple dates (or re-occurring meeting) please list here: _____

Description of Event: _____

Estimated Attendance: _____ Do you need media? Yes No Do you need a whiteboard? Yes No

Please Rank Room Priority (1 to 7):

_____ 1136 Learned _____ 2133 Learned _____ 3150 Learned _____ 3152 Learned

_____ Spahr Classroom _____ Eaton Atrium _____ Eaton Courtyard _____ Dean's Conference Room

Room Guidelines:

Courses and School of Engineering sponsored events take priority

For Spahr Classroom reservations you will need to check out a key in the Dean's Office prior to 5 pm the day of the event

If you need to reserve tables for your event, please email ctalley@ku.edu

Return Form to:

Nicki Lutz – School of Engineering Dean's Office, Eaton Hall Room 1

nlutz@ku.edu

Approved by: _____ **Date:** _____ **Confirmation Email Sent:** _____