

CVM Room Schedule Request

Your request will be scheduled or we'll inform you by email of a conflict within five days.

Name Class/Unit

Your Email address

Purpose

Person responsible

- Room requested:
- ☐ Magruder 102 - auditorium (seats 98) - AV equipped
 - ☐ Magruder 200 - Dean's Conference Room (seats 16 - limited use) - AV and conference phone equipped
 - ☐ Magruder 208 - anatomy classroom (seats 50) - AV equipped
 - ☐ Magruder 269 - conference room (seats 20) - AV and conference phone equipped
 - ☐ Magruder 288 - conference room (seats 8)
 - ☐ Magruder 298 - classroom (seats 50) - AV equipped
 - ☐ Magruder Lobby
 - ☐ Dryden 212b (seats 25)
 - ☐ Dryden 213 - classroom (seats 40) - AV equipped

List an alternate room if your first request is not available

Date room needed:

Time room needed: From To

Speaker name, title & organization, if applicable

Estimated number of attendees

If food will be served, who is providing it?

Person responsible for clean up

If the event is outside normal business hours and the public is invited, do the front doors need to be unlocked? If so, from: when? to when?

PLEASE NOTE: College events off-campus or outside of Magruder will be posted to the Magruder Lobby events calendar (to avoid conflicts).

Additional Information/comment

Date submitted