

Psychology Building

Room Reservation Request Form

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Room Reservation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Preference:

1st Choice Room # \_\_\_\_\_\_\_\_\_ 2nd Choice Room # \_\_\_\_\_\_\_\_\_

Requested Reservation Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time \_\_\_\_\_\_\_\_ End Time \_\_\_\_\_\_\_\_

Maximum # Expected Attendees \_\_\_\_\_\_\_\_\_\_\_\_

**I have received and read the room usage guidelines. I understand that failure to abide by these guidelines may result in my reservation rights being revoked.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Guidelines for Room Usage

1. **Room should be returned to its original condition.**
2. **Noise must be kept to a minimum.**
3. **All trash must be placed in trash/recycling bins.** Trash bins containing food items should be placed in the hallway.
4. **Wipe off tables and chairs as needed.**Paper towels are in bathrooms.
5. **Return IT equipment to its original location**.
6. **Belongings left unattended are subject to removal by staff.** Please inquire about *Lost & Found* items in PSYCH 012 Undergraduate Advising.
7. **Room must be locked if when finished.** *Failure to return key may result in charges to your account.*

**Important Note: If any damage results from the use, act or neglect of applicant and/or the organization applicant represents and/or their agents, employees, customers, invitees, or licensees, Illinois may, at its option, repair, remediate or replace such damage, and applicant and/or the organization applicant represents shall immediately pay to Illinois the total cost of such repair upon demand. Illinois also reserves the right to deny any reservation rights based on past care of University facilities or the lack thereof.**

For **IT Help**, please contact EngIT (217) 333.1313

**For questions and concerns please contact**

the Psychology Associate Head Office in PSYCH 321:

psych-reservations@illinois.edu / (217) 333.0022