

Room Reservation Request Form

This form is used for internal meetings, brown bag lunches and meetings with no special A/V or Facilities requirements. Please fill-out completely.

REQUESTS MUST BE SUBMITTED A MINIMUM OF THREE DAYS PRIOR TO YOUR EVENT.

Date Submitted:

Name:

Dept/Org:

Georgetown Email:

Telephone Number:

FORWARD CONFIRMATION EMAIL TO:

1st Contact:

2nd Contact:

Title of Event:

Purpose:

This event will be listed on PUBLIC calendars.

If you wish to have your event unlisted, check here: (Available to Faculty, Departments, and Clinics only)

If your event requires accommodations for students with disabilities, check here: (i.e. wheelchair-accessible rooms, sign language interpreter, voice amplifier)

This form is not used for rescheduled classes, special events or events hosting an Outside Speaker, attended by more than 20 students and/or open to attendees other than GULC staff and students. Events held in the Gewirz 12th Floor, the Hart Auditorium, the Supreme Court Institute Moot Courtroom, Atriums, Exterior Areas or using external catering require a Special Events form.

All requests should be considered tentative until confirmation is received. In keeping with the academic mission of the Law Center, first priority is given to faculty for classroom use. Advanced submissions will help to ensure that suitable spaces are available for all events.

Events with Food or Beverages: Requestor is responsible for insuring that the area is in good condition after occupancy. Please contact the Facilities Department at (202) 662-9330 if extra trash cans or additional services are needed.

If You Have Audio Visual Requirements please contact A/V directly at (202) 662-9026.

Meeting Date(s)	Event Time am/pm (excluding set-up/breakdown)	Setup and/or Breakdown (30-60 minutes)	Type/Room Preferred	Expected Attendance	Room Assigned (to be filled-out by Student Affairs)

Does this meeting recur during the current semester?

weekly, every

Start Date:

End Date:

bi-weekly, every-other

Start Date:

End Date:

monthly, the _____ day/week of the month

Start Date:

End Date:

I HAVE READ AND UNDERSTAND ALL THE ABOVE CRITERIA. SIGNATURE:

You may submit your request electronically to studentlife@law.georgetown.edu, in person, or by fax to (202)662-9261

(For Office Use Only)

Room Assigned By:

Date Completed:

Tracking #: