

CLASSROOM REQUEST FORM

Office of the Registrar

INSTRUCTIONS

1. Use this form to request classroom space in the following buildings:
Buttrick Hall, Bullock Science Center, Campbell Hall, Dana Fine Arts Building, Presser Hall
2. Exceptions:
Buttrick Hall (G-4) – Campus Calendar, emsevents@agnesscott.edu
Campbell Hall (Frannie Graves Auditorium) – Campus Calendar, emsevents@agnesscott.edu
McCain Library (211) – Contact Liz Bagley or Marianne Bradley for approval, then submit to Campus Calendar for processing
3. **Deadlines:** For rooms requested 'as is', please submit the request at least three to five working days before your event. If any special equipment and/or setup is requested, please submit the request at least ten working days before your event. If you cannot meet the ten-day deadline, you may request the room, but will need to contact the appropriate offices to arrange your special requests.
4. Return to Mary A. White (mwhite@agnesscott.edu) in the Registrar's Office, Buttrick 101B, Fax #5255

Requestor's Name: _____ Today's Date _____

Department/Office/Organization _____

Name of Event _____

Include on Public EMS Calendar? Yes No

Phone: _____ Email: _____

*You will receive a confirmation email at this address

Date(s) of Event _____

Start Time _____ End Time _____

Specific Room Requested _____

Please complete the following even if requesting a specific room:

Type of Room Requested
(lecture, seminar, etc): _____

Capacity (attendance): _____

Type of Equipment or Facilities
Needed (blackboard, computer,
VCR, etc.): _____

Room:	Conf #:	Date:	Staff:
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