

SPECIAL EVENT ROOM REQUEST	ROOM ASSIGNED
Requestor: _____	Room(s) Assigned: _____
Telephone/Mail Location: _____	Date/Day: _____
E-Mail Address: _____	Time: From _____ To _____
Number of People Attending: _____	-----
Event: _____	Room(s) Assigned: _____
Specific Room/Building Requested: _____	Date/Day: _____
Special Needs: _____	Time: From _____ To _____
Date/Day Requested: _____	-----
Time: From _____ To _____	<i>Office Use Only:</i>
Date/Day Requested: _____	Reservation #: _____
Time: From _____ To _____	Description: _____
-----	Ad Astra: _____ Date & Initials: _____
<i>Date submitted & Initials:</i> _____	

NOTICE

Instructional Media requirements (audio/visual) - contact Instructional Media Services, 513/745-3603
 Tables/Chairs/Misc. furniture requirements - contact Physical Plant, 513/745-3151
 Food/Beverages - contact Cintas Center Catering, 513/745-3717

CANCEL

If you wish to cancel your reservation, please contact the Office of the Registrar, 513/745-3941 or fax 513/745-2969