

PSC SPACE REQUEST FORM

This is the process for reserving use of the PSC back meeting room or front area:

- 1.) Review appropriate calendars for available dates and times.
- 2.) Complete the form below IN ITS ENTIRETY.
- 3.) Place the completed form in the folder designated for meeting room requests.
- 4.) You will receive a verification email confirming your request and/or identifying any problems or need for additional information.

Today's Date: _____ Your Name/Email: _____

Name of Program: _____ and Email: _____

*Preferred Location: (circle one): Front area (after 5:00 p.m.) Back Meeting Room

*Preferred Day & Date: _____ *Preferred Times: From _____ a.m./p.m. To _____ a.m./p.m.

Is this an ongoing/repeating function (i.e. every Wednesday from 3-4 p.m. or 1st Monday of every month from 5-6 p.m., etc.)? If so please describe: _____

Type of Function: (check all that apply):

_____ Program Meeting _____ Info Session (please attach publicity flyer)

_____ Board Meeting _____ Training _____ Interviews

_____ Other: _____

Number of expected Participants: _____

Invite the following staff: (list names)

Advisor's Signature: _____ Advisor's Email: _____

Details/Additional Notes: _____

***Every effort will be made to honor your request based on availability.**

For CPS/Staff Use Only:

_____ Entered on Oracle _____ Date Entered By: _____

_____ PSC Events Calendar _____ PSC Hotlist _____ PSC Listserv

_____ PSC E-Newsletter _____ PSC White Board _____ HSC Listserv

_____ University calendar (if appropriate)

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