ROOM RESERVATION CHEAT SHEET

INFORMATION TO INCLUDE WHEN RESERVING A ROOM

- Contact name, phone number with area code, RIT email address
- Group name (who reserving), Name of event
- Preferred date, start and stop time, preferred room, number of people

LOCATIONS YOU CAN RESERVE

SAU
- Fireside Lounge
- Clark A
- 1829 Room
- Ingle Auditorium
- Alumni Room
- Display Cases (4, 6, 8, 9)
- SAU Lobby (16 tables available daily)

CAMPUS CENTER
- Reading Room
- Room 1000
- Room 1010/1015 (two separate rooms but can be combined)
- Bamboo Rooms 2650/2610 (two separate rooms but can be combined)
- Room 2740

OUTDOOR LOCATIONS
- Gleason Transit Plaza Infinity Symbol
- Island South of Orange Hall Kodak Quad
- Outside SAU Main Entrance Sentinel
- Tiger Statue
- Unity Quad
- Grace Watson Lobby

More information on the back regarding Alfred Davis Room (SAU Café), and non-academic rooms and academic room requests!
ROOM RESERVATION CHEAT SHEET

THE ALFRED DAVIS ROOM (SAU CAFÉ)
We can look to see availability for the Alfred Davis Room (SAU Café)!
You will need to contact Christina Bice to reserve the Alfred Davis Room (SAU Café)
Name: Christina Bice
Email: cjbfcs@rit.edu
Phone: (585) 475-5655

ACADEMIC ROOM INFORMATION
- NO FOOD OR BEVERAGES are allowed in these rooms!
- These take at least 48 hours to process, please give us four days to process
- No same day reservations can be made!
- Please include the same information for a room request

POPULAR REQUESTS FOR ACADEMIC ROOMS
- Golisano
- Gleason
- Eastman
- James
- Booth
- Gannett

If you are looking for a particular building please ask! We can look into it and let you know if we can make the reservation or not. We do have other contact names of people you may be looking to contact about places to reserve on campus that are not through us.

OTHER LARGE ROOMS AVAILABLE ON CAMPUS
- SKALNY ROOM
  Name: Maureen Gallagher
  Email: mhgcto@rit.edu
  Phone: (585) 475-2135

- GLEASON A-055
  Name: Christie Dobson
  Email: cadrla@rit.edu
  Phone: (585) 475-7686

- NRH 1250
  Name: Mary Brand
  Email: mkbrla@rit.edu
  Phone: (585) 475-2930

- SDC 1300/1310
  Name: Joanne Helmick
  Online: www.ntid.rit.edu/mps/event-request