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)
- Greek Conference Room
- Al Davis Room (SAU Cafeteria)

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 non-academic rooms and academic room requests!
ROOM RESERVATION CHEAT SHEET

ACADEMIC ROOM INFORMATION

- NO FOOD OR BEVERAGES are allowed in these rooms!
- These take at least 48 hours to process, please give us a minimum of four days to process
- No same day reservations can be made!
- Please include the same information for a room request. If you don’t know which room you would like, have a preferred building in mind.

POPULAR REQUESTS FOR ACADEMIC ROOMS

- Golisano
- Gleason
- Eastman
- James
- Booth
- Gannett
- Max Lowenthal Hall

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. If we aren’t able to help you, we should be able to direct you to the person who can!

OTHER LARGE ROOMS AVAILABLE ON CAMPUS

- Skalny Room
  Name: Sarah Mancuso
  Email: rescpm@rit.edu
  Phone: (585) 475-2135

- Residential Areas
  (Gleason A-055, NRH 1250, Sol Activity Room, etc.)
  Name: Christie Dobson
  Online: www.rit.edu/studentaffairs/reslife/space_reservation

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