

Received Date Stamp Here _____

CONFERENCE ROOM REQUEST FORM

For Residence Life Use

Google Calender

Access

Email

Date Done _____

By Whom _____

Today's Date: _____ RIT Club/Organization: _____

Event Name: _____

Requestor Name: _____
(Your RIT ID will be coded to allow access to the bldg. & room -- you are responsible for any charges*)

UID: _____ RIT Address _____
(Building/Room)

Phone #: (____) _____ Email: _____

Backup Requestor Name: _____
(Backup Requestor ID will be coded to allow access to the bldg. & room as well)

Backup Requestor UID: _____ Email: _____

Group Size: _____ SMART Room Required: **YES NO**
(Circle One)

Event Date: _____ OR Repeating Event **Dates:** _____
(List day and date) (List all dates for clarity)

Please circle day(s): **Sun Mon Tues Wed Thrs Fri Sat**

Start Time: _____ **AM or PM**

End Time: _____ **AM or PM**

Room Request: _____ Room Request: _____
(1st choice) (2nd choice if 1st is unavailable)

PLEASE NOTE:

- All fields on this request form **must be completed** for processing, and signed by requestor.
- **No email or phone reservations** will be processed.
- Room Reservation Processing Time: Please allow **2 business days** for this request to be processed. You will be notified via email if this request has been approved or denied.
- Conference room info and required **signature required field** on back of this form.

Conference Room Info

Staff & Faculty Use Only - (Google Calendar)

ABC Family Room -Res Hall B 30-A3017 (2 tables, 12 chairs, 2 sofas, occupancy 14)

***Gleason A055, Smart Classroom** (15 tables, 35-40 chairs, projection equipment, DVD, max occupancy = 141 (w/out tables))

***Gleason 1058, Kitchen**

***Gleason 1060** (1 round table w/ 5 chairs, 3 sofas, max occupancy = 35)

***Gleason 1067** (7 tables, 20 chairs, 3 sofas, TV, white board, max occupancy = 50)

***NRH 1250, Smart Classroom** (14 tables, 30-35 chairs, projection equipment, DVD, max occupancy = 195 (w/out tables))

***Sol Activity Rm, 1016** (16 tables, 30 chairs, 4 sofas, TV, kitchen, 2 white boards, max occupancy = 85)

*** Ellingson TV Lounge, 1058** (seats 12, max occupancy-15)

*** Peterson A159 (Family Room)** (11 comfy chairs, 5 tables, 15 chairs, max occupancy = 15)

Availability - Please send completed forms one week prior to event date to the 1st choice location contact person for processing:

Gleason Hall Rooms – Christie Dobson-BCG ABC Area Office, Gleason Hall Room 1040

Nathaniel Rochester Hall & Sol Heumann Hall Rooms – Mary Brand – NRFSHG Area Office, NRH Room 1090

Ellingson Hall & Peterson Hall Rooms -- Tammy Palmieri-EPD Area Office, Ellingson Room 1075

Once your event is scheduled you will receive a confirmation via email. Please note rooms are booked on a semester basis by the academic side.

All non-Center for Residence Life requests will be held for 3 weeks at the start of each semester to allow for Residence Life events to process first. All non-Center for Residence Life requests will be date and time stamped for processing priority.

Room Access - You will be able to access the building and room by swiping your RIT ID through the card reader at each door. Please ensure you're swiping your card as shown on the reader. (**Note:** Access is given to the individual whose name you've provided. Will this be the individual opening the door for your event? If not, you are responsible to supply the name & UID # of the individual who will be opening the requested conference room door on the date and time of your event.

Equipment (Gleason A055/NRH 1250) - Please follow the directions at the right side of the podium. Technical assistance is available Mon-Thurs – 7:30am-10pm; Friday – 7:30am-5pm and Saturday – 11am-5pm through TLS at 475-2551.

Guidelines - Please make certain the room is left in good/clean condition and furniture is arranged as was originally positioned; failure to do so may result in the ban of future use of the residence hall conference rooms and/or a cleaning fee*. There is a map available in each room that shows how the room's layout must look.

I have read the above and agree with the guidelines: _____

(Signature Required for Processing)