



ROOM RESERVATION CHEAT SHEET

Contact Information

Email: reserve@rit.edu
Phone: (585) 475-6992
Hours: Mon.-Fri. 9am-5pm

Resources

www.rit.edu/studentaffairs/campuslife/ Provides photos & panoramic view of rooms, amenities, & much more!

Please contact us ASAP to reserve a space you are interested!

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!





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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