

MATHEMATICS ROOM REQUEST FORM

PLEASE TURN IN REQUESTS AT LEAST ONE WEEK PRIOR TO EVENT DATE

COURSE RELATED EVENTS

Course # _____ Section(s) # _____ (course & section numbers are required)

EXAM
CONFLICT EXAM

REVIEW
EXTRA MEETING

NON-COURSE RELATED EVENTS

Name of Event _____

Need name for this type of event, (i.e. speaker's name, title of talk, name of seminar, etc.)

DEPT MEETING
SPEAKER

SEMINAR
OTHER

# of people _____	Exam Seating	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Name _____	Email _____	
Building Preference _____				Room Preference _____		
Special Facility/Equipment _____						
Building hours are: MONDAY - SUNDAY 7 am-10pm (CLOSED ON HOLIDAYS)						
Evening exam hours are: 5:30-7:30 pm and 7:15-9:15						
Day	Date	Begin time	End time	For Office use Only		
				ROOM ASSIGMENT	BUILDING	CAP

Instructions:

If you can use the rooms listed below, you don't have to fill out a room request form.

B107 is the computer room, Available 7:45 am-10 pm, M-F.

B139 is a classroom with a capacity of 45. Available 3:30 pm - 10 pm, M-F.

B239 is the colloquium room. Available 4 pm - 5:30 pm, MWF, when not in use for colloquium.

307 is the conference room. Available 7 am - 10 pm, M-F.

901 is the big seminar room, with a capacity of 20. Available 7 am- 10 pm, M-F.

903 is the smaller seminar room, with a capacity of 12. Available 7 am - 10 pm, M-F.