

University of North Florida

STUDENT ROOM RESERVATION FORM

- *Outside speakers promoting programs need to be cleared with the Vice-President of Administration and Planning. This is the sole responsibility of the student and faculty sponsor reserving the room(s).*
- *No food or drinks allowed in classrooms.*
- *Groups are responsible for damages to the reserved room(s) during their scheduled time(s).*
- *Groups are responsible for obtaining access to the reserved room(s) during their scheduled time(s) by calling Physical Facilities or Campus Police.*

Date: ____/____/____

Student Requesting Room: _____ N#: _____

Student Email Address: _____

Faculty Sponsor: _____

Faculty Sponsor Email Address: _____

Note: A faculty sponsor is required to reserve classroom space.

Reservation Request

DATE: _____ TIME: _____

Please submit a separate form for each reservation requested.

NUMBER OF PEOPLE EXPECTED: _____

PURPOSE OF ROOM RESERVATION:

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Once this form is submitted, it will be processed by the University Schedule Coordinator in Enrollment Services. If you have questions, please email Andrea McLeod at andrea.mcleod@unf.edu.
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RESERVED ROOM (To be completed by the UNF Scheduler)

Building: _____

Room: _____

Notes:

