

CESC Reservation Form

Requestor Name:		
Requestor Phone #:		
Office/Department:		
Requested Date(s):		
Meeting Title:		
Meeting Start Time:	Meeting End Time:	
# of Participants:		
Internal or External Staff Meeting:		
Requested Room:	Room 110	Room 137A
	Room 133	Room 162C
	Room 134	Room 162T
	Auditorium	
Auditorium Layout: *Layouts can be found on the webpage; if customizing, you must submit a diagram		

Special Instructions/Requests:

FORM MUST BE COMPLETED IN ITS ENTIRETY OR IT WILL BE RETURNED TO REQUESTOR