

Honors College Facility Request Form

Title/Brief Description of Event

Committee or Group Name

Person filling out request

UIN

E-mail Address

Meeting Date

From: _____ To: _____
Meeting Time

Number of People Expected to Attend Meeting: _____

Please list room preference:

- _____ Lounge – 121 BH
- _____ Classroom - B21 BH
- _____ Academic Resource/Quiet Study Room - B11
- _____ Conference Room - 114 BH
- _____ Visitor's Center - 116 BH

AV Requirements:

- _____ None
 - _____ Description Below
- _____
- _____
- _____

Please return completed form to the reception desk at least one week prior to day of event.
You will receive final confirmation of your room reservation to the e-mail address provided above.

Please note that the use of the rooms requested is not guaranteed.

It is the responsibility of the group using the space to make sure the space and or equipment loaned to you stays in the condition that it was lent.