

## Student/Club Meeting Reservation Form

This form is required for all clubs to have meetings, gatherings, etc. All reservation forms should be submitted to the President's Office one week in advance of the date the space is needed. After approval, a copy of the form will be faxed to Res Life by the person responsible for reservations of that space/area.

Club/Organization: \_\_\_\_\_

### Cecilia Godwin, Executive Assistant, A201:

- |  |                                       |
|--|---------------------------------------|
| <input type="radio"/> Auditorium                           | <input type="radio"/> Debakey Theatre |
| <input type="radio"/> Conference Room (President's Office) | <input type="radio"/> Black Box       |
| <input type="radio"/> Boardroom                            |                                       |

\_\_\_\_\_ Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Reserved with \_\_\_\_\_ Date: \_\_\_\_\_

### Coach Jackson B127/B128:

Gym

\_\_\_\_\_ Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Reserved with \_\_\_\_\_ Date: \_\_\_\_\_

### Kim Brunson, Registrar, A303:

Classroom # \_\_\_\_\_

\_\_\_\_\_ Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Reserved with \_\_\_\_\_ Date: \_\_\_\_\_

### Angela Mollise, Library, Media Center:

Library \_\_\_\_\_ Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Reserved with \_\_\_\_\_ Date: \_\_\_\_\_

### Joyce Boatman, Res. Life, Bedsole Center 1<sup>st</sup> floor:

- |                            |                               |                                    |                                 |                                    |
|----------------------------|-------------------------------|------------------------------------|---------------------------------|------------------------------------|
| <input type="radio"/> SAC: | <input type="radio"/> TV Room | <input type="radio"/> Coffee House | <input type="radio"/> Game Room | <input type="radio"/> Fitness Room |
|----------------------------|-------------------------------|------------------------------------|---------------------------------|------------------------------------|

\_\_\_\_\_ Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Reserved with \_\_\_\_\_ Date: \_\_\_\_\_

### Cafeteria, MMI Food Service Director:

Cafeteria \_\_\_\_\_ Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Reserved with \_\_\_\_\_ Date: \_\_\_\_\_

Club President: \_\_\_\_\_ Date \_\_\_\_\_

Club Sponsor: \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Student Services Director Date \_\_\_\_\_