

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:

- | | |
|--|---------------------------------------|
| ☐ Auditorium | ☐ Debakey Theatre |
| ☐ Conference Room (President's Office) | ☐ Black Box |
| ☐ 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: _____

- Asia Frey, Library, Media Center:

Library _____ Day _____ Date _____ Time _____

Reserved with _____ Date: _____

Joyce Boatman, Res. Life, Bedsole Center 1st floor:

- | | | | | |
|----------------------------|-------------------------------|------------------------------------|---------------------------------|------------------------------------|
| ☐ SAC: | ☐ TV Room | ☐ Coffee House | ☐ Game Room | ☐ 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 _____