

**OFFICE USE ONLY**

Date: \_\_\_\_\_

By: \_\_\_\_\_

Ref #: \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**What time is it right now?** \_\_\_\_\_

**Rooms:** (please number which of the following rooms you would like in order of preference)

**Frasier** 5

161 (Mac lab)

205

**Gray** 4

Norton Theatre

Gym (1305)

**Crabbe**

301 (large dance)

302 (small class)

304 (classroom)

305 (small dance)

*If the room you wish to request is not on the list above, you can make a request through the **Music Scheduling Office** by contacting Ronald Brooks at [ronald.brooks@unco.edu](mailto:ronald.brooks@unco.edu). Questions, call 970-351-2680. University buildings open daily at 6 a.m. and close at 11 p.m.*

| <b>Times AM/PM until?</b> | <b>Dates Requested</b> | <b>Days of the Week</b> | <b>Expected Head Count</b> |
|---------------------------|------------------------|-------------------------|----------------------------|
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*Please be sure that all information is correct and legible. Make note of how long you need the space for (this includes any warm up time, set up time, and time to reset the room once you are done) and which rooms you would like for which days. You will be responsible for the room for the time that you have it, please be sure to return the space to its original condition.*

**For what purpose?** \_\_\_\_\_

**Instructor of the class:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*\*NOTE: Room reservations are on a first-come-first-serve basis following the University priority guidelines. Your request confirmation will be sent to you via email. Please be sure that it is clearly written. Contact Shelly Munholland at (970) 351-2991 if there are any corrections that need to be made.*

*I have thoroughly checked all dates I am requesting, and there are no conflicts that I am aware of. I understand that it is my responsibility to notify Room Scheduling if I change this information.*

Signature \_\_\_\_\_

Request will not be processed without a signature