

# Room Request Form

## Description

[†• Form Guidelines](#)

**This form is for Faculty, Staff and TA’s booking instructional or meeting space.**

*If you are a student requesting rehearsal space, please use the Virtual EMS (V-EMS) webpage: [Virtual EMS Link](#)*

- **\*Bold items are required**

- Requestor Name\*

\_\_\_\_\_ First \_\_\_\_\_ Last

- Email\*

- Student ID

Requests from students will not be processed without 8-digit UR-ID number!

- Event Type \_\_\_\_\_

- The event title & description are optional, but will help determine how your information will appear on posted schedules or on the web (if applicable). Here are some examples:

**Correct**

Joe Student's Lecture Recital  
Theory Department Meeting  
Student Association Fundraiser

**Incorrect**

Recital  
Meeting  
Fundraiser

- Event Title \_\_\_\_\_

- Event Description

- Date of Event\*

\_\_\_\_\_ MM slash DD slash YYYY

- End Date (if different)

\_\_\_\_\_ MM slash DD slash YYYY

- Beginning Time\*

: Hours  
Minutes

\_\_\_\_\_ AM/PM

- Ending Time\*

: Hours

Minutes

\_\_\_\_\_ AM/PM

- Approx. how many people will attend? (Enter Number Only)\*
- Grand piano required?
  - Yes
  - No
- Room Preference \_\_\_\_\_
- Comments:

Comments or other information that will help us find a room suited to your needs.

- *I understand that if approved, my event may appear on posted schedules and/or on the web where it can be viewed by anyone.*

Submit

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[â†• Form Guidelines](#)

[â†• Registrar Home](#)

**Date**

2024/07/17