

MEETING ROOM REQUEST

Cosumnes River College

(For Internal Use Only)

Meeting Room Request Procedure

- Complete this form (being very specific) and give it to SLLC staff member
- All requests are to be submitted **no less than TEN working days** prior to the meeting
- Confirmation will be emailed to Advisor
- Reminder: Please notify SLLC staff member of any cancellations

Today's Date: _____ Advisor's Name: _____

Advisors Campus Phone # _____

REQUESTOR INFORMATION

Club Name: _____

Club Officer's Name: _____

Club Officer's email: _____

Meeting Date: Need exact date(s): _____

Time: From _____ To _____ Number of Seats: _____

Preferred Room: _____ 2nd Choice: _____ 3rd Choice: _____

Specific Needs (i.e. number of seats, overhead projector, etc.)

Student Life and Leadership Center Use Only

Room Approved: Yes No

Date Received Confirmation: _____

Room(s) Number: _____

Posted on Student Life Webpage: _____

Date(s) Approved: _____

Comments:

SLLC Staff Name: _____