



Professional & Organizational Development

Roosevelt Commons Room Reservation Request Form

This form represents a scheduling request ONLY.

Customer Information

Name of Organization _____

Dept/Staff/Faculty Off Campus Group

Name of Person Making Reservation _____

Phone _____ Fax _____ E-mail _____

Street Address or Campus Box _____

City, State, Zip _____

How would you like us to respond with your confirmation? Mail E-mail

Event Information

Event Title _____

Expected Attendance _____

Description of Event _____

	Yes	No
Are you charging an admission/registration fee, or collecting cash donations?	<input type="checkbox"/>	<input type="checkbox"/>
Will you invite or are you planning to have off-campus attendees?	<input type="checkbox"/>	<input type="checkbox"/>
Are you selling any items or services, or conducting a fundraiser?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be support for/opposition to a candidate, ballot measure, or legislation?	<input type="checkbox"/>	<input type="checkbox"/>
Will your event involve music, singing, or amplified sound?	<input type="checkbox"/>	<input type="checkbox"/>

Food / Beverages

Are you requesting to serve alcohol? Yes No

If so, what is the source? UW Catering Off-Campus Catering Bringing Own

Will you be serving Meal Snacks Beverages Nothing

If so, what is the source? UW Catering Off-Campus Catering Bringing Own

Location, Dates & Times

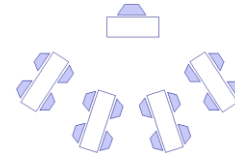
Date(s) Requested	Event Start Time	Event End Time	How much set-up time do you need?	How much clean-up time do you need?

Room Arrangement & Capacity

Capacity is 35 for Room 120A and 28 for Room 120B.

Rooms are set up in a group configuration:

Note: You will be assigned either room 120A or 120B, based on availability and capacity.



Furnishings Included in Room

- Tables and chairs for attendees
- 1 easel with paper pad

- White board w/pens

Additional Furnishings

Please indicate quantity needed when applicable.

- No additional furnishings needed**
- Easels # _____
- w/ paper pad (additional charges apply)
- Display tables # _____
- Registration tables # _____
- Refreshment tables # _____
- Other _____

Equipment included in the room

- Overhead projector
- Screen
- Video player w/ 2 monitors
- PC Computer
- Data projector (LCD Projector)
- UW Ethernet access

Billing / Payment Information

- Payment by check (all payments must be received in advance—make checks payable to **University of Washington.**) **Send checks to: Professional & Organizational Development, Campus Box 359487, Seattle, WA 98195-9487. Include a copy of this completed form with your check.**
- University budget # _____
Budget name _____

Conditions & Liabilities

Important: please read.

I agree to abide by Professional & Organizational Development’s Facilities Use policies. For liability purposes, I agree to ensure that members and guests of the sponsoring organization will not move or tamper with any furnishings or equipment, including tables and chairs. I further understand that all facilities and equipment are subject to availability. I will be responsible for submitting any necessary forms, payments, or information to Professional & Organizational Development by the dates specified on my Room Confirmation and understand that failure to do so may result in cancellation or charges in my reservation. I understand that my copy of this completed form does not represent a confirmed reservation. Misrepresentation of the nature of the activity, or failure to fully disclose pertinent details regarding this meeting, may result in additional charges or denial of future facility use.

Signature of Organization’s Responsible Party

Date

For POD Use Only:

Date Received:	Date Confirmed:	Confirmed via: <input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Fax
Notes:		