

Room Reservation Request Form

R · I · T

SAUNDERS College of BUSINESS

ROOMS RESERVED FOR CURRENT RIT STUDENT GROUPS ONLY

Choice of room/rooms will depend on availability. All rooms have projectors.

****48 Hours Notice is requested****

*****Please fill out ALL requested information and use ink*****

Today's date: _____

Student Group's Name: _____

Purpose of Group/Meeting: _____

Room #s: 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____



If no preference, check here: ANY AVAILABLE

Requested Meeting Day(s)/Date(s): _____

Start Time: _____ End Time: _____ Max. # expected Attendees: _____

*****Required Contact Information*****

Requestor's Name: _____

RIT ID#: _____ Grad or Undergrad: _____ RIT Major: _____

Email: _____ Phone: _____

Please submit completed form to Saunders College of Business Student Services Office.