

This form is for Internal room reservations only.
ALL INFORMATION ON THIS FORM IS REQUIRED

Date Submitted:	Contact Name:	Phone:
Email:	Department Room Number/ Campus:	
Name of Department Hosting Event:		
Name of Organization Co-Hosting Event:		

Title/Name of Event:
Description of Event:
Description of Room Setup Required:
Approximate Number of People Attending:

MDC Employees Attending Event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Community Members Attending Event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
MDC Students Attending Event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Serving Refreshments and/or Food?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
M-DCPS Employees Attending Event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will There Be an Admission Fee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
M-DCPS Students Attending Event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Media Services Personnel Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
External Community/Corporate Leaders Attending Event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Please Attach Attendee List to this Form.		

Space(s) being requested: *(Rooms with a * have a minimum capacity of 100. Check our website for capacity/ ** No Food or Drinks Allowed)*

Building 1000:	<input type="checkbox"/> 1000 Atrium	<input type="checkbox"/> AI Center's 1234/1235**	<input type="checkbox"/> AI Command Center - 1231 (Set Furniture) **
Building 2000:	<input type="checkbox"/> 2000 Atrium	<input type="checkbox"/> 2147**	<input type="checkbox"/> 2158** <input type="checkbox"/> Learning Resources Space **
Building 3000:	<input type="checkbox"/> 3000 Atrium	<input type="checkbox"/> 3249 Halls A & C	<input type="checkbox"/> 3249 Halls B & D <input type="checkbox"/> 3201/3202 <input type="checkbox"/> 3238/3239
Building 4000:	<input type="checkbox"/> 4000 Atrium	<input type="checkbox"/> MJ Taylor - 4207	
Building 5000:	<input type="checkbox"/> 5000 Atrium/ Lakeside	<input type="checkbox"/> Lehman Theater **	<input type="checkbox"/> Green Room <input type="checkbox"/> Blackbox Theater
Building 7000:	<input type="checkbox"/> 7000 Atrium		
Science Complex:	<input type="checkbox"/> Science Plaza	<input type="checkbox"/> Tiki Hut	<input type="checkbox"/> A104**
SOJ Building	<input type="checkbox"/> Hall		
Meek Center:	<input type="checkbox"/> Atrium	<input type="checkbox"/> 1113 Classroom	<input type="checkbox"/> 1114 Classroom <input type="checkbox"/> 1115 Classroom <input type="checkbox"/> Conference Room
Other:	<input type="checkbox"/> Classroom: _____ <input type="checkbox"/> Outdoor Area: _____		

Event Date(s):	Event Starting time:	Event Finishing Time:
Setup Starting Date:	<i>(A standard 1 day prior to event is required for setup in the larger rooms.)</i>	

IF APPLICABLE (theaters only):

Rehearsal Date(s):	Starting time:	Finishing Time:
Technical /Dress Rehearsal Date(s):	Starting time:	Finishing Time:

PLEASE LEAVE THE FACILITY IN THE SAME CONDITION YOU FOUND IT IN. REMOVAL OF CHAIRS AND RE-ARRANGING OF FURNITURE IS NOT PERMITTED WITHOUT A WORK ORDER.
YOUR RESERVATION IS NOT CONFIRMED UNTIL YOU RECEIVE AN APPROVAL RECEIPT

Internal User: Please ensure after you receive approval that you submit work orders to Media Services, Campus Services and Public Safety (if needed) based on the checklist deadlines.

TO BE FILLED OUT BY ADMINISTRATIVE SERVICES OFFICE ONLY:

Approved: Yes No

Evelyn Rodriguez, Senior Director