Law Careers
Office

Student Room Request Form

This form is to request a room booking for UVic Law Student purposes
We will do our best to avoid overlapping events with conflicting target audiences

Prior to completing this form, ensure that you review the Equity Calendar (an excel spreadsheet that can be found at http://www.uvic.ca/law/jd/studentwellnessandequity/index.php)

Law Careers Office Use Only

Approved or Denied	Assigned Room Number	Event Date	Event Time	Date Request was Received

Applicant Information

Name: (Last, First) [   ]

○ 1L   ○ 2L   ○ 3L

Name of Event: [   ]

Brief Event Description: [   ]

Target Audience: [   ]   Other: (describe) [   ]

Desired Date, Room, and Time: * Please note: The rooms listed in the drop-down menus are the only ones available for booking events. If you wish to use the Student Lounge for an event, please contact the LSS.

* Please note: Monday & Wednesday, lunchtime bookings will be from 12pm-1:20pm
            Tuesday & Thursday, lunchtime bookings will be from 12:30pm-1:20pm

1st Choice: Date: [   ]   Room #: [   ]   Time: (start-end) [   ]

2nd Choice: Date: [   ]   Room #: [   ]   Time: (start-end) [   ]

3rd Choice: Date: [   ]   Room #: [   ]   Time: (start-end) [   ]