

UCI Student Center & Event Services

Room Reservation Request Form

A311 Student Center, Zot Code 2050

Phone: (949) 824-5252

Fax: (949) 824-3055

Email: reserver@uci.edu

Date: _____

Contact Person: _____ Phone: _____ Fax: _____

Department: _____ Zot: _____

Event Title: _____

DAY	DATE	TIME	CAPACITY	ROOM PREFERRED	ROOM ASSIGNED

Comments: (i.e.: Audio Visual or other equipment needs...)

***** NOTE: PLEASE ENSURE ROOM IS CLEAN AND IN ORIGINAL SETUP AT END OF RESERVATION.
DO NOT DISTURB ADJACENT OFFICES AND CLASSROOMS.**

FOR OFFICE USE ONLY

Date Rec'd: _____ Date Confirmed: _____ Staff: _____ Ref. # _____