

# School of Life Sciences

## Student Learning Center Meeting Room Request Form

The Meeting Room cannot be reserved during regular business hours (8:00 am to 5:00 pm).  
Reservations must be made 24 hours in advance.

PLEASE PRINT LEGIBLY

Requested by: \_\_\_\_\_

Requester Contact Information:

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

If requester listed above is not a member of SoLS Faculty or Staff, please provide contact information. This is the person who will be picking up the key.

Faculty or Staff Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Group or Meeting Name: \_\_\_\_\_

**Please check one:**

\_\_\_\_\_ One time use - Date Needed: \_\_\_\_\_  
Time: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Recurring - Dates Needed: \_\_\_\_\_  
Time: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

\*\* SOLS Learning Center reserves the right to cancel or reschedule any meeting in the event of an unavoidable administrative necessity.

LC Meeting Room Guidelines:

1. NO food or drink is permitted in the meeting room without explicit permission of the LC staff.
2. The key for the meeting/ lounge room can ONLY be checked out to a SoLS faculty or staff member. This person is responsible for the room and key return.
3. The key must be picked up from LSC 226 one hour before the close of business the day of the reservation/ event.
4. Lost keys will result in a \$100 replacement cost.
5. Any damaged or missing items will be the responsibility of the SoLS faculty or staff member responsible for the key.
6. The key must be returned by 9:00 am the first business day after the event.
7. Furniture may not be removed from the room at anytime.
8. If furniture is moved within the room, it must be return to the original location.

I agree to the above guidelines (suggest this be signed my the SoLS Faculty or Staff member who will be picking up key):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LC Staff will complete gray areas.

LC Approved:	Signature - Key picked up:	Date:	LC:
Yes No	Signature - Key returned:	Date:	LC: