

EVENT ROOM RESERVATION FORM

Event Name: _____

Responsible Party: _____ **Banner ID:** _____

Date Needed: _____

Time Needed: _____

BLDG Needed: _____ **Room Needed:** _____

Phone Number: _____

E-Mail Address: _____

It is your responsibility to contact the Physical Plant at fax: 593-2669 or by <http://ppo.tamuk.edu> for room set-up and opening/closing of room. If you fail to take these steps, DO NOT CALL UPD to open your room. They can only open/close a room when proper paper work is filled out with the Physical Plant.

The Provost Office is not responsible for room set-up or opening/closing of room. Do not write below this line.

Office of the Provost to fill out

Confirmation #: _____

Scheduled By: _____

Office Fax #: 3107

Revised 01/06