

Room Reservation Form

If a classroom is needed other than your normal classroom time, please fill out this form. Requests will only be accepted with a Room Reservation Form. You will be notified as soon as possible regarding the availability of the room. Requests will no longer be accepted verbally, email or by telephone. If you have any questions, kindly contact the Registrar's office. Thank you for your cooperation.

Administrator, Faculty/or Staff Name _____

Date(s) needed _____

Time - Start time: _____ End time: _____

Room size - (number of seats required) _____

Type of Classroom (please check one) Classroom Science Lab Computer Lab
 Choate Seneca Transit

Request cannot be fulfilled due to unavailability of classroom

Request confirmed by _____

Date _____

*Board Room is reserved through Kathy Hoffstetter