



Classroom Reservation Request (non-academic uses)

This form is intended for all request to use classroom space for non-academic request.

Specific Room Requested:

| Contact Information | |
|---------------------|--------|
| Name: | Phone: |
| Email: | Fax: |

Department:

Department Address:

Describe the Event:

Audience/Attendees:

Special Equipment Requested:

Start Date:

End Date:

Start Time:

End Time:

Day(s) of the week during which the event takes place:

Registrar's Office Use Only

Date Received:

Assigned By:

Security Notified:

Completed forms may be returned to the Student Assistance Center in Allendale (150 Student Services) or the Grand Rapids Pew Campus (115C DeVos) in person, by fax to (616) 331-2000, by email to regdept@gvsu.edu, or by mail to the Registrar's Office, 150 Student Services, Allendale, MI 49401.