



Semester:		
<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
		Year _____

Room Request Form

This form is used by the campus community for space on the Santa Rosa Campus.

Please reserve a room for the following:

Name: _____	Day/Date: _____
Department: _____	Entry Time: _____
Phone #: _____	Exit Time: _____
Email: _____	Event Time: _____
Activity: _____	# of Attendees: _____ (Participants & Spectators)

Special Equipment needed: _____

Room Preference: 1st Choice _____ 2nd Choice _____

If room preferences are not available, do you want us to select an alternate room? Yes No

Are you charging a fee and/or requesting a donation? Yes No

Is this event co-sponsored with an outside non-profit? Yes No

Will there be food or refreshments at the event? Yes No

Applicant is responsible to contact support departments (grounds, custodial, District Police, Media) for services.

Do not use this form to change the room number for the regular class meetings of a section. A Schedule Change Form is required for those changes.

Please return completed form to Scheduling-Santa Rosa Campus, Room 1375, Bailey Hall

For Scheduling Office Use Only

Available Room (s): _____	Data Entry: <input type="checkbox"/>
Date Processed: _____	
Distribution/Confirmation:	
Facilities: Custodial <input type="checkbox"/>	District Police <input type="checkbox"/>
Energy Management <input type="checkbox"/>	Originator <input type="checkbox"/>
Maggini IC Staff <input type="checkbox"/>	Other: _____

For room request/reservation procedures and general information, see the reverse.

Room Reservation Procedures

Rooms will not be scheduled, reserved or "held" until this form is received by Scheduling at the Santa Rosa Campus. Information on available rooms is accessible on the Student Information System under Lookup/Room Use Lookup and through the Event Management System (EMS). EMS is managed by Community Education.

1. Fill out the Room Request Form on the reverse. Please provide complete information and be sure to specify a room if possible.
2. Look up the preferred room's availability on the Student Information System under Lookup/Room Use Lookup. Although doing a "lookup" in SIS won't guarantee the room, it will help to avoid asking for a room that is not available.
3. Submit the completed Room Request Form to Scheduling at the Santa Rosa Campus, room 1322, Bailey Hall.
4. A confirmation of your room assignment will be sent once the request form has been processed.
5. For further information or assistance, contact the Santa Rosa Campus Scheduling Office at 522-2715 or 527-4520.

Who To Call

Contact the Scheduling Office (522-2715 or 527-4520) for:

- extra activities for academic courses (rehearsals, study sessions, making up missed class meetings, etc.)
- performances associated with courses, i.e. music and dance recitals, theatre arts productions, SRT, etc.

Contact Community Education or use the Event Management Software (EMS)

- departmental/committee/staff meetings
- student clubs or activities
- if you represent an off campus group
- if your campus event is co-sponsored, a fundraiser, open to the public

Contact the Petaluma Campus Scheduling Office (778-3928) for:

- use of Petaluma classrooms

Large Events

Before an applicant commits to a large event, please first receive approval from the Department Chair and Dean, then approval from service departments (District Police, Custodial, Media, Grounds) to make certain that they can support the event.

District Police, 527-1000

Grounds, 524-1611

Custodial Services, 527-4205

Media Services, 527-4261

Other Rooms

Bertolini Rooms - For first floor rooms contact Student Activities (535-3746). Bertolini is the only building that allows food.

Conference Rooms - Contact the specific building where the conference room is located. (Scheduling has a list of conference rooms and contact people).

Library Rooms - Contact Media Services (527-4261) for use of Room 4245 and 4246 (1st floor) or Dustin Zuckerman (521-6074) for use of Room 4327 and 4420 (3rd floor).

Race Rooms - Contact Health Sciences (527-4271).