Room Request Form

This form is used for reserving space at the S.R.J.C. Petaluma Campus.
(see reverse for large events)

Please reserve a room for the following:

Name: _____

Phone #: _____

Email Address: _____

Activity: _____

Please describe activity in detail: _____

_____

Special equipment preferred: _____

_____

Are you serving food/refreshments? Please describe: _____

Day/Date: _____
(mm/dd/yyyy)

Setup/Break down: _____
(for events only)

Event Time: _____

# of persons: _____

Room Preference:

1st choice _____

2nd choice _____

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

Please return completed form to Scheduling-Petaluma Campus

— —

For Scheduling use only

Semester:

Available Room(s): _____

_____

Date Processed: _____

Approved by

Leadership Team: _____

Data Entry: _____

Room Chart: _____

Petaluma Caledar: _____

Distribution/Confirmation email:
1. District Police/Petaluma
2. Facilities
3. Originator _____
4. Other: _____

Door Lock/within normal hours? _____

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

(8/16)

Room Reservation Procedures

Information on available rooms is accessible on the web at **www.santarosa.edu/lookup**
(Go to *Available Room Finder*.)

For large events and non-SJRC users:

Contact Scheduling at 707-778-3928

Use the 'Use of Facilities' form located at https://facilities.santarosa.edu/use-facilities.

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 in SIS. (Lookup, Room Use Lookup)

   Although doing a "lookup" 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 Petaluma Campus.

4.   A confirmation of your room assignment will be sent once the request has been completely processed.

5.   For further information or assistance, contact the Petaluma Campus Scheduling Technician/Senior at 778-3928.