**FSU College of Medicine Room Reservation Request Form**This form is to be used for non-College of Medicine groups only
Please submit (email) this completed form your CoM Faculty/Staff Host. You will be notified by email when your event has been scheduled. Please save a copy of this form for your records. Please read the Room Scheduling & Calendar Policy & Procedures, which can be found at: [RoomUsagePolicy.pdf](http://med.fsu.edu/userFiles/file/RoomUsagePolicy.pdf)
**Note to CoM Faculty/Staff Host:** When you receive this request form, please go to the Calendars & Room Reservation SharePoint site and fill out the electronic Room Request Form.

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| **Submission Date:** August 29, 2013 |
| **Requestor’s Information** | **Department/Organization:** |
| **Name:**        |  |
| **Email:**       | **Student Organization:** |
| **Phone:**       |       |
| **CoM Faculty/Staff Host:\*\*** | **CoM Host Phone:** |
|       |       |
| NOTE: if an event occurs after normal working hours, a full-time College of Medicine Faculty/Staff host must be in attendance for security purposes. Non-College of Medicine groups can contact Samuel McCray @ 645-9206 to reserve a host for a nominal fee. |
| **Name of Event:**        | **Event Type:**  **Other:**       |
| **Date of Event:**      | **Set-Up Time Begin/End:**      | **Event Time Begin/End:**      |
| **Is this an After-Hours Event?**  - Your event is after-hours if it is after 5:00pm or on the weekend**Do you Need Parking for Event Attendees?**  |
| **Description of Event:**      |
| **Is this a recurring event?**  -if answered Yes, please fill out the fields below: |
| **Days of the Week:**  | **Event Begin Date:** | **Event Conclude Date:** |
| **Is the event open to the public?**  | **Would you like this on the student calendar?**  |
| **Budget ID/Foundation Account # to be charged:** | **Fund Code:** | **Project #:** |
| **Estimated # of Guests:**  | **Will food be served?**NOTE: According to University Policy, food & drink are not allowed in the classrooms.**If Yes, Type of food and drink:**      | **Will alcohol be served?**Note: the [Alcohol request memo](http://med.fsu.edu/) can be found with the [Policies & Procedures](http://med.fsu.edu/). Alcohol must be served by a licensed and insured 3rd party member. Please fax Memo to Sally McRorie, Dean of Faculties (Faculty/Staff events) @ 644-3375 or Mary Coburn, VP for Student Affairs (Student events) @ 644-6297. When approved, please send a copy to Samuel McCray. |
| **A/V Equipment Needed: (please check all that apply, equipment may not be available in all locations)** |
| [ ]  Microphone | [ ]  LCD Projector | [ ]  Camera/Overhead Projector | [ ]  Telephone Conference |
| [ ]  Video Conference | [ ]  Record/Live Stream |  |
| [ ]  Hearing Impaired Assistance Needed | [ ]  **I require IT assistance** |
| **Event Rooms – choose the room(s) you would like to use** *\*\*\*\*Seating capacity is less if conducting a video conference* |
| **Room** | **Capacity** | **IT Capabilities** |
| [ ]  1200 – Classroom | 148\*\*\*\* | Video conference, Record/Live Stream |
| [ ]  1301 – Classroom |  40\*\*\*\* |  |
| [ ]  1302 – Classroom |  60\*\*\*\* |  |
| [ ]  1303 – Classroom |  40\*\*\*\* |  |
| [ ]  1306 – Multipurpose Lab |  80 | Video conference, Record/Live Stream |
| [ ]  1400 – Auditorium | 289 | Video conference, Record/Live Stream |
| [ ]  Atrium/Lobby |  | TV & Microphone |
| [ ]  Courtyard |  |  |
| [ ]  G120 – Computer Lab |  40\*\*\*\* |  |