Room Reservation Form / Faculty & Staff ~ College of Arts & Letters

Use this form to reserve BAL 9024 (Burgess Room), or BAL 9002 (Dean's Conference Room)
Forward your request to the Dean's Office, BAL 9000, or Fax to 683-3317

Requestor's Name: _____ Dept: _____

Requestor's Office Phone # _____ Room # _____ Fax # _____

Which Room are you requesting: BAL 9024 (Burgess) _____ or BAL 9002 (Conference) _____

Approx. # Attending: _____ Will your event be catered or will you bring in food/drink? Yes ____ No _____

Day and Date of your event: _____

Start time and End time (Include any set up and/or clean up time you might need): _____ to _____

Short Description of your event: _____

_____

Guidelines for reserving conference rooms on the 9th floor:

- *Requestor should contact the ODU Police Dept. (x4000) if making reservations after hours or on the weekend in order to have an officer open the door.*
- *Requestor must ensure that **all doors are closed and locked** when leaving. If the door is unlocked and it is after hours, then you must contact the ODU Police Dept. to lock the door before you leave.*
- *The conference rooms can be used for academic meetings, public lectures, and receptions.*
- ***It is the responsibility of the requestor to set up the room in the manner you would like, and also to ensure that the furniture, etc. is put back in its original setting at the end of your event. THIS IS NOT THE RESPONSIBILITY OF THE DEAN'S OFFICE. Additionally, the room should be left clean and picked up. (Aramark/Monarch Catering will clean up food waste for FULL SERVICE events; however the requestor is the person ultimately responsible for the room.)***
- *It is the responsibility of the requestor to provide any assistance needed for electronic devices (computer, projection screen, sound, TV, etc.). You may want to consider booking the room early for set-up.*
- *You may copy this form, or find it on the Arts & Letters website under Resources. No reservations will be taken over the phone.*
- *The Dean's Office will reply to your request electronically, via fax (if you have provided one) or inter-office mail.*
- *Dean's Office meetings and committees reporting to the Dean will have first priority.*

Requestor: I certify that I have read the room reservation guidelines, and that this event is consistent with the policies of the College and of the University. I accept responsibility for the room and the attendees, and I will ensure that our department will comply with all university policies. Additionally, my department will be responsible for any damages incurred during the event, and for the room to be returned to its original state.

⇨ **Requestor's signature _____ Date _____**

Dean's office:
Your request is approved _____ Your request cannot be approved _____

Reason for decline: _____

_____ , Room Scheduler Date _____

(If your request is denied, please note that there are additional conference rooms on the 6th, 7th, and 8th floors; you may contact those departments for scheduling options.)