

# UC-202

## Reservation Form

**Center for Enhancement of Teaching and Learning**  
Mail Stop UC116 , Ext. 82819

Date of Form: \_\_\_\_\_

Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Extension: \_\_\_\_\_ MS#: \_\_\_\_\_

Activity Type: \_\_\_\_\_

Activity Title: \_\_\_\_\_  
\_\_\_\_\_

Dean/Chair/Director: \_\_\_\_\_

Signature:            **X** \_\_\_\_\_

Activity Date	Day of Week	Beg. Time	End. Time	Head Count

Maximum capacity is 40

### **INSTRUCTIONS:**

1. Submit original signed copy to the CETL office **MS #UC116** or fax it to **87976** at least one week before the activity date and keep one copy for your records.
2. **No food or drinks allowed!**
3. For special set-up requirements, contact Property Services at Ext. 82139.
4. Audio-visual equipment must be requisitioned separately from Classroom Services at Ext. 82674.
5. All departments/schools/offices are responsible for leaving the facility in good condition, **return all the tables or chairs**, and must accept responsibility for any damage or loss incurred as the result of its use.