

Reservation Form

The Scheduling coordinator will send you an email upon approval. Once reservation form is accepted, all paperwork must be completed within 5 days. Failure to complete required paperwork within 5 days will result in an automatic cancellation and dates reopened to other groups. Reservation is NOT confirmed until rental agreement paperwork is completed and deposit has been paid.

Description of event (Be specific)

Today's date Day as	Day and date requesting		
Type of function			
Total Expected Attendance (Not to exceed 16)	UCR Students	Non-Students	
Requesting Student Organization/ Department	Email Address		
Address		Phone	
Print Name	Signature (Must be organiza	Signature (Must be organization president)	
Approved Not Approve	ed (See comments)		
Scheduling Coordinator- Rose (951) 827-4470			

