

THE WILLCOX HEARTH

Room Reservation Application

Name: _____

Phone Numbers: _____

Department: _____

Sponsoring Faculty: _____

Type of Event:

- Meeting
- Event serving food (*Contact catering for details at 6-4303*)
- Event serving alcoholic beverages (*Contact catering for details at 6-4303*)
- Exhibit – Type of work to be exhibited:
(*Note: SE corner of Hearth excluded; reserved for AAA Student Advisory Committee*)

- Other – Specify:

First Choice:
*Exhibits install on
Sunday and are taken
down on Saturday.*

Date: _____
Day: Sun M Tu W Th F Sat
Time: _____

To: _____
Day: Sun M Tu W Th F Sat
To: _____

Second Choice:
*Exhibits install on
Sunday and are taken
down on Saturday.*

Date: _____
Day: Sun M Tu W Th F Sat
Time: _____

To: _____
Day: Sun M Tu W Th F Sat
To: _____

See the other side of this form for Willcox Hearth rules and regulations. Return this request to the A&AA Dean's Office Front Desk at least 48 hours prior to requested use.

**Office
Use
Only**

CONFLICTS?
 Yes
 No

Approved:	yes	no		By: _____	Date: _____
		conditional			
Conditions:					