THE WILCOX 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: ______________

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

Date: ____________
   Day: Sun M Tu W Th F Sat
   Time: ______________
   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

Approved: [ ] yes  [ ] no  [ ] conditional  By: __________________________ Date: ____________

Conditions:

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