



# FACILITY REQUEST FORM

PLEASE COMPLETE THIS FORM TO REQUEST ROOM RESERVATION

Facility Request forms should be submitted a minimum of 2 weeks prior to the event. Requests take 2-3 business days to process. You will receive a confirmation once dates and times have been reserved.

Date of Request: \_\_\_\_\_

Requestor: \_\_\_\_\_

Phone/Extension: \_\_\_\_\_

Department/Area: \_\_\_\_\_

Room Desired: \_\_\_\_\_

Dates Needed: \_\_\_\_\_

Day of Week:                      Mon          Tue          Wed          Thu          Fri          Sat          Sun

Time Requested:      From: \_\_\_\_\_      To: \_\_\_\_\_

Check here if this request is for the entire semester:      Spring          Summer          Fall

Event/Meeting Name: \_\_\_\_\_

Purpose/Event Description: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Please check all additional requirements that apply:

(Note: The requestor must coordinate all needed services directly with the department(s) concerned.)

Police (parking permits, parking assist mode)

Equipment: (Overhead, AV/TV Amplification)

Custodial\*\*\*

Custodial Work Order\*

Other: \_\_\_\_\_

\* If you need custodial services, you must go to the District Work Order System and enter a work order for the needed custodial services.

<https://secure-www.wvm.edu/>

\*\*\*Specific/detailed set-up instructions must be accompanied by diagram. Attach additional pages as needed.

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For Office Use Only

Processed Date: \_\_\_\_\_

Room Assigned: \_\_\_\_\_

VP's Signature: \_\_\_\_\_

Scheduler's Signature \_\_\_\_\_