

# Classroom Reservation Request Form

***This form must be submitted to the Registrar's Office 1 week prior to reservation.***

*All requests will be processed in the order that they are received. Only reservations confirmed with an e-mail are valid.*

Please note the purpose of the reservation: (Circle one)	<input type="checkbox"/> Course Section <input type="checkbox"/> Pratt Organization Meeting (club or committee) <input type="checkbox"/> Outside Organization (Attach approval of VP Finance & Administration)
Course Section Information: (Subject - Course # - Section #)	
Club/Committee or Event Name:	
Number of Participants expected	
Please list the responsible person in charge of this reservation:	
Name	
Title	
Phone	
Pratt E-Mail	
Semester, Date(s) or Date Range for Reservation	
Days and Times room(s) will be used. Fully describe any special meeting types (i.e. bi-weekly, etc.) <b><i>Please advise if you are willing to consider alternative dates or times</i></b>	
If you are requesting a particular room or set of rooms, note it here	
Please note some additional acceptable rooms if your first choice is not available	
If you are not requesting a particular room, please use the following questions to help us assign you an appropriate room	
Location (circle at least one)	<input type="checkbox"/> Brooklyn <input type="checkbox"/> Pratt Manhattan <input type="checkbox"/> No Preference
Building (circle at least one)	ARC   CHEM   DEK   EAST   ENGR   HHN   HHS   ISC LIB   MACH   MAIN   NH   PS   SH   STEU   W14
Room Type (circle <b><u>ONLY</u></b> one)	<input type="checkbox"/> Lecture <input type="checkbox"/> Clean Studio <input type="checkbox"/> Dirty Studio <input type="checkbox"/> Mac Computer Lab <input type="checkbox"/> PC Computer Lab <input type="checkbox"/> TEC Classroom
<b>For PMC AV Requests:</b>	<a href="http://pmc.pratt.edu/w14av/">http://pmc.pratt.edu/w14av/</a>
<b>For Brooklyn MMS Classroom Requests:</b>	<a href="http://library.pratt.edu/services/multi-media_services/">http://library.pratt.edu/services/multi-media_services/</a>
Any other requests or notes:	