

REQUEST FOR GENERAL ASSIGNMENT CLASSROOM SPACE ACADEMIC YEAR 2011-2012

For classroom specifications, visit:

<http://www.uri.edu/es/faculty/roomDirAlpha.html>

Technical requests should be directed to Jane Suvajian, IITS department at 874-4278.

Send Completed Form To:

University of Rhode Island
Enrollment Services Green Hall
6 Rhody Ram Way
Kingston, RI 02881 USA

Phone: (401) 874-9500

Fax: (401) 874-2002

Website: www.uri.edu/es

Name of Event/Function: _____
(Include course codes, departments, instructor name, URI organization)

Exam/Test: _____ Review Session: _____ Meeting: _____
(check one)
or Other (specify) _____

Type of event: _____ Academic
(Check one) _____ Administrative
_____ Student Organization
_____ Campus wide
_____ Community

Day of the week	Month/day/year	Time from: am or pm	Time to: am or pm	Building preference	Room	Minimum Seating Capacity

Contact Name: _____

Contact Phone: _____ email address: _____

This form is for the purpose of requesting space for URI related events. URI student organizations should contact the Memorial Union Scheduling Office at 874-2214. All outside agencies should contact the Conference Office at 874-2170.

Please make request one week in advance when allowable.

Print this form and fax to: 874-2910

