

Request for General Assignment Classroom Space

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.

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 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