



ROOM RESERVATION REQUEST

Please submit all requests at least 10 days in advance to ensure accurate and timely accommodations
Room Setup Guide is required to accompany this request

DATE REQUESTED
NAME OF COLLEGE
CONTACT PERSON PHONE
PROFESSOR/SPEAKER EMAIL
CAMPUS Downtown
NAME OF CLASS OR FUNCTION
DAY(S)/DATE(S)
TIME(S) FROM TO
ROOM PREFERENCE EXPECTED ATTENDANCE
DO YOU PLAN TO SERVE FOOD? ARE YOU ASKING FOR PERMISSION TO SERVE ALCOHOL?
WILL PARKING PASSES BE NEEDED?

ROOM CAPACITY:

- ASKEW TOWER (AT) 724: 100 (CHAIRS ONLY); 50 (TABLES AND CHAIRS)
HIGHER EDUCATION COMPLEX (HEC) 1110A: 40 (CHAIRS ONLY); 20 (TABLES AND CHAIRS)
HIGHER EDUCATION COMPLEX (HEC) 1110B: 60 (CHAIRS ONLY); 40 (TABLES AND CHAIRS)
HEC 1110A AND HEC 1110B COMBINED: 100 (CHAIRS ONLY); 60 (TABLES AND CHAIRS)
HEC 908, 910, 911, 914, 918: 40 CHAIRS AT BUILT IN TABLES

NORMAL OPERATING HOURS ARE:

MONDAY - FRIDAY 8:00 AM - 5:00 PM
EVENING, SATURDAY, SUNDAY - SPECIAL REQUEST

REQUESTS FOR AV EQUIPMENT MUST BE MADE 10 DAYS IN ADVANCE

BROWARD AVA HELP LINE PH: 954-236-1129 EMAIL: bchelp@fau.edu
ONLINE: http://www.btr.fau.edu/btrforms/btrprform.html

FOR ROOM RESERVATIONS CONTACT:

CHARLOTTE WALKER PH: 954-762-5225 EMAIL: CWALKER@FAU.EDU

FAX COMPLETED FORM TO 954-762-5288

ROOM ASSIGNED: APPROVED BY:
FEES: AV SECURITY ROOM RENTAL TOTAL

For Office Use Only