



OFFICE OF THE REGISTRAR

ROOM REQUEST

Date: _____

Submitted by: _____

Telephone #: _____

E-mail: _____

Check one: New Request Change Request Cancel Request

Department/Organization: _____

Event Description: _____

One-time meeting date: _____ **Start time** _____ **End time** _____
am/pm: _____ **am/pm:** _____

OR

Recurring: Mon Tue Wed Thu Fri Sat Sun

Date Range: _____ **Start time** _____ **End time** _____
_____/_____/____ to ____/____/____ **am/pm:** _____ **am/pm:** _____

Building/Room Preference(s):
(An alternate room will be assigned if the requested room is not available.)

Building: _____ **Room:** _____

of People: _____

Other Room Requirement: (*Put any technology needs here, # of desks/ chairs, etc...)

Notes:

Requests are on a first come first served basis. Scheduling is done for the CURRENT SEMESTER ONLY. No scheduling during Finals Week.

Please use notes field for clarification if you are unable to fully convey your request in the provided fields. Also include any special requests or questions there. **Please return request forms to Emily Tallant in the Registrar's Office, Sheffield-Thompson 102; if necessary call 706-233-7318 or email etallant@shorter.edu.**

For the Austin Moses Room, the Chapel, the Eubanks Room, and the Guest Apartment, please send an email to Jeanne McDade, via jmcdade@shorter.edu.

For the **Cobb Room**, please make reservations through Candi Himes at chimes@shorter.edu.

For **High Acres**, please contact Joan Blackwelder at jblackwelder@shorter.edu.

For **Callaway Theatre**, please contact Gina Hicks at ghicks@shorter.edu.