

Registrar's Office
Administration Bldg Room 225
Phone (402) 280-2702
www.creighton.edu/registrar

Event # _____

Classroom Reservation Request By Student Organizations

Contact Information

Student Organization: _____
Reservation Requested by: _____
Requestor's Phone Number: _____ E-mail: _____

Event Information

Nature of Event: _____
Day(s) of Event: _____ Date(s) of Event: _____
Time: From _____ To _____
Room Preference: _____ Number of People: _____

Conditions for Use

- The use of the classrooms is at the discretion of the Registrar's Office and the approval of the organization's advisor or sponsor.
- Destruction or removal of University property will be cause for disciplinary action.
- No smoking, eating, or drinking will be allowed in any classroom or lecture hall.
- No open flame will be permitted in any classroom or lecture hall.
- Classrooms will be vacated by 10:30 p.m.
- Furniture may not be removed from any room.
- **All rooms must be returned to their original state when finished with use.**
- Form must be presented in person to the Registrar's Office to be processed.
- Please verify with Public Safety that your room will be opened at the requested time. (X2104)

Signatures

I agree to all of the above policies and conditions and agree to assume any liability for damage to University Property as a result of my organization using the facilities.

Student Requestor Signature	Date Requested	Net ID
Faculty/Staff Advisor Signature	Advisor Name	Campus Phone
Office of Registrar Signature	Date Approved	Room(s) Assigned