NDSU

NORTH DAKOTA STATE UNIVERSITY

Classroom & Computer Cluster Reservation Request Form

This form is to be used to reserve classrooms for special event (non-academic) purposes, as well as computer cluster space on campus.
See reservation guidelines for more information and restrictions.
Room requests for academic classes and labs may be sent with the semester schedule submission, by the department.

Submit to Registration & Records Office (110 Ceres Hall):
NDSU Dept. 5210, P.O. Box 6050, Fargo ND 58108 or
Fax 701-231-8959, or Scan/Email to: ndsu.registration.records@ndsu.edu
You will be notified via email of reservation information or if reservation cannot be granted.

Name of Requestor _____

Name of Contact Person _____

Organization/Dept _____

Purpose/Event _____

Daytime Phone _____ Evening/Weekend/Cell _____

Email _____ Anticipated Number of Participants _____

☐ **One-time event/reservation** ☐ **Recurring event/reservation**

Start Date (mm/dd/yy) _____ End Date (mm/dd/yy) _____

Reservation Start Time* _____ ☐ a.m. ☐ p.m. Reservation End Time* _____ ☐ a.m. ☐ p.m.

** Time frame should allow for setup & tear down*

If needed, explanation of date/time: _____

Room Type (Check all that apply)

☐ **Classroom Reservation:** ☐ Theatre/Auditorium ☐ Instrumented ☐ Table/Chairs ☐ Moveable Desks

Bldg and/or Room preferred (if known) -- see online list of classrooms scheduled by Registration & Records:

1st Choice _____ 2nd Choice _____

Note: **Multi-media carts may be reserved through ITS.**

☐ **Computer Cluster Reservation** Cluster Type: ☐ PC Cluster ☐ Mac Cluster (IACC 150D)

Preferred Cluster (if known) -- see list of clusters scheduled by Registration & Records _____

If an Academic Class/Lab Offering: (List all applicable sections) _____

Class Prefix/Catalog # _____

Class or Section #(s) _____

** Campus Police are notified of all after hours & weekend reservations. If the buildings and/or rooms happen to be locked at your reservation time, please contact Campus Police @ 231-8998*

Office Use Only

Room or Cluster Reserved: _____

Notified Security ☐ Date Notified _____

Date Request Completed _____ By _____

10-23-09