

Sample Room Booking Request Form for University Events

This **room booking request form** streamlines the reservation process for university events, ensuring efficient allocation of spaces. Users can submit necessary details to secure a venue quickly and conveniently. The form enhances coordination between event organizers and facility management.

Event Details

Event Name:

Event Date:

Start Time:

End Time:

Preferred Room(s):

e.g., Room 101, Auditorium

Organizer Information

Organizer Name:

Department/Organization:

Contact Email:

Contact Phone:

Additional Information

Expected Attendance:

Special Requirements (A/V, Accessibility, etc.):

Submit Request