

University Meeting Room Request Form

Use this **university meeting room request form** sample template to efficiently reserve spaces for academic and administrative gatherings. It simplifies the booking process by capturing essential details such as date, time, and room requirements. This template ensures seamless coordination and availability of meeting facilities on campus.

Requester Information

Full Name:

Department/Organization:

Email Address:

Phone Number:

Meeting Details

Meeting Title:

Date:

Start Time:

End Time:

Expected Number of Attendees:

Room and Equipment Requirements

Preferred Room (if any):

Room Setup:

--Please choose an option--

Equipment Needed (check all that apply):

☐ Projector

☐ Whiteboard

☐ Microphone

☐ Catering

☐ Other

Additional Information

Special Requests or Notes:

Submit Request

Reset Form

