

# Clark Atlanta University

CITILE

## Room Reservation Form

(Completed forms may be submitted via e-mail)

### Information

Name:

Name of Event or Class:

Name of Person Making Request:

Phone:

E-mail:

Date of Event:

Time of Event:

Estimated number of participants:

Type of Event:

(workshop, seminar, lecture, meeting, etc.)

### Room(s) Requested:

McPheeters Dennis

<i>Room</i>	<i>Capacity</i>	Type of Room	Request Room
Room 336	(20-25)	Conference room	
Room 337	(30-35)	Conference room	
Room 338	(18-25)	Computer lab	
Room 339	(14)	zoom room	

### Technology Requested:

Video Conferencing:

Number of locations to connect with:

ELMO overhead projector:

Smart Board:

Dry erase board:

DVD player:

Laptop computers:

# Needed:

Power Point:

Other needs:



### Terms and Conditions:

I have read, understand and agree to the above policy.

Signed:

Date:

Send completed forms to:

E-mail: [citle@cau.edu](mailto:citle@cau.edu)