



**STUDENT CLUBS & ORGANIZATIONS
REQUEST FORM FOR ROOM
RESERVATIONS AND TABLE DAYS**



Please submit this form to Campus Life, Public Square 330, at least two weeks prior to event date.

Today's Date: _____

Name of Club, Organization or Class: _____

Name of contact person: _____

Cell phone number: _____

Molloy email: _____

Name of Event: _____

Requested Date/s (it is recommended to list more than one date option): _____

Event Start Time: _____ Event End Time: _____

Location/s Requested (please note, all bake sales/food giveaways must be held in Wilbur Lobby):

- | | |
|---|--|
| <input type="radio"/> Reception Room | <input type="radio"/> Public Square Lawn |
| <input type="radio"/> Kellenberg Hallway (outside AR) | <input type="radio"/> Public Square Patio |
| <input type="radio"/> Gymnasium | <input type="radio"/> Public Square Lobby |
| <input type="radio"/> Wilbur Lobby | <input type="radio"/> Public Square Larini Room (P290) |
| <input type="radio"/> Hagan Center | <input type="radio"/> Madison Theatre |
| <input type="radio"/> Hays Theatre | |
| <input type="radio"/> Classroom | |
| <input type="radio"/> Conference Room | |
| <input type="radio"/> Public Square Club Room | |

Room Setup Needs: _____

Room request confirmations will be sent via email. An Event Planning Sheet will need to be submitted for larger campus events.

Campus Life Use Only

Room Reservation Request Submitted: _____ Date: _____

Room Reservation Confirmed: _____ Email Sent: _____