Marywood University
ROOM RESERVATION
FOR CLUB MEETINGS ONLY

** Room Reservations for Any Events or Programs Must Be Submitted In Conjunction with the Event Request Form**

Club/Organization______________________________________________________________
Contact Person______________________________________________________________
Phone Number/Email__________________________________________________________
REASON FOR RESERVATION: __________________________________________________
Today’s Date: ________________________________

WHERE: (Please indicate building(s), respective room(s) and/or area(s) requested.)
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

WHEN:
Day & Date_____________________________________ FROM_____ TO_______
Day & Date_____________________________________ FROM_____ TO_______
Day & Date_____________________________________ FROM_____ TO_______
Day & Date_____________________________________ FROM_____ TO_______
Day & Date_____________________________________ FROM_____ TO_______
Day & Date_____________________________________ FROM_____ TO_______

EQUIPMENT/OTHER SERVICES: AV EQUIPMENT NEEDS MUST BE MADE THROUGH MEDIA CENTER.
_____________________________________________________________________________
_____________________________________________________________________________

_____________________________________________________________________________

(DATE OF REQUEST) ____________________________ (Signature of Organization Representative) ________________________

BOTH of these forms must be completed and returned TOGETHER to the Student Organizations Graduate Assistant in 107 Nazareth Hall no later than 3 weeks before the intended event or program
MARYWOOD UNIVERSITY
SCRANTON, PA 18509
(570) 348-6016