School of Engineering
Room Reservation Request

Please note, this is only for student organizations. Dean’s Office will e-mail a confirmation when the location has been reserved. If you have further questions or concerns regarding event room reservation, please contact Amy McCurdy at 785-864-5348.

Rooms reserved with this form:
- 1136
- 2133
- 3150
- 3151
- 3152 Learned Spahr Classroom (Eaton Room 2)
- Eaton Atrium
- Eaton Courtyard
- Dean’s Conference Room (Eaton Room 1)

Today’s Date: ________________

General Information:
Contact Person: ___________________________ Phone: _______________ E-Mail: _______________
Advisor’s Name: __________________________ Advisor’s Signature: _______________________
Advisor’s E-Mail Address: ____________________ Advisor’s Phone Number: __________________
Organization/Department: ____________________________
Event: ________________________________________

Event Information:
Date: _______________ Day: _______________ Time: _______________ to _______________
If multiple dates (or re-occurring meeting) please list here: ________________________________
Description of Event: _______________________________

Estimated Attendance: ___________ Do you need media? Yes No Do you need a whiteboard? Yes No
Please Rank Room Priority (1 to 9):

___ 1136 Learned  ____2133 Learned  ____3150 Learned
___ 3151 Learned  ____ 3152 Learned  ____ Spahr Classroom (Eaton 2)
___ Eaton Atrium  ____ Eaton Courtyard  ____ Dean’s Conference Room

Room Guidelines:
Courses and School of Engineering sponsored events take priority
For Spahr Classroom reservations you will need to check out a key in the Dean’s Office prior to 5 pm the day of the event
If you need to reserve tables for your event, please contact Eddie Munoz or the Engr. Receptionist in Room 1 Eaton Hall.

Return Form to:
Amy McCurdy – School of Engineering Dean’s Office, Eaton Hall Room 1, amccurdy@ku.edu

Approved by: ___________ Date: ___________ Confirmation Email Sent: ___________