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
2200d Spahr Library
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 7):
  ____ 1136 Learned  ____ 2133 Learned  ____ 3150 Learned  ____ 3151 Learned  ____ 3152 Learned
  ____2200d Spahr Library  ____ Spahr Classroom (2 Eaton Hall)  ____ 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 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: ______________