

# SDS Room Request Form

For SDS Administrators to better serve you, please fill out the form below and submit to the "Room Request" folder in the SDS Administration UT Box.

Please allow 48 hours to process any room requests. If the room request is urgent, please submit the form and contact SDS Administration directly to process the request.

How to Submit SDS Room Requests:

1. Complete the SDS Room Request Form.
2. Upload the form and supporting documents to the widget found in the administration resources.

## \*Required Information

Name:

EID:

Email:

SDS Course:

Purpose of Room Request: Please indicate the purpose of the room request, i.e. office hours, seminar, etc.

Purpose:

**Day and Times Requested:** Please indicate the day(s) and time(s) you would like the room reserved below. If the room is for a single date(s), please list below

Fall Semester       Spring Semester       Summer (1<sup>st</sup> Session)       Summer (2<sup>nd</sup> Session)

Monday       Tuesday       Wednesday       Thursday       Friday

Time(s):

Specific Date(s):

Room Requirements: Please indicate any specific room requirements, or specific room locations regarding the room request. Please note that all requests are subject to availability through the UT registrar system.

Requirements: