

## Room Reservation Request

\*Minimum 48 hours notice\*

**Graduate students: Please contact Debbie Eads, [deads@ua.edu](mailto:deads@ua.edu), or Phyllis Savell, [psavell@ua.edu](mailto:psavell@ua.edu), to reserve a room**

**Faculty and staff: Please contact BSC Academics, [bscademics@ua.edu](mailto:bscademics@ua.edu), to reserve a room**

Event Title	
Date and Time Needed	
Person Reserving Room	
Reason for Reservation	
Building Requested	
Room Requested	
How Many People	
AV Equipment Requested	