

CENTER FOR ACADEMIC ENRICHMENT AND EXCELLENCE

Request to Reserve Rooms in the CAEE Suite

(Please use this form to reserve 109/111 or 107 Femoyer Hall.)

Name of Person Making Reservation: _____

Name of Activity: _____

Campus Mail Code: _____ Campus Ext or Tel: Email: _____

Name of Responsible Party Present during the Activity: _____

Campus Mail Code: _____ Campus Ext or Tel: Email: _____

TYPE OF ACTIVITY (Please check all that apply.)

____ Lecture/Discussion ____ Reception/Party ____ Program ____ Meeting ____ Other

If Other, please explain: _____

NUMBER OF PARTICIPANTS

Please estimate: _____

SPACE REQUESTED-Classroom is 109/111. Conference room is 107.

____ classroom (seating capacity-25) ____ conference room (seating capacity-7)

Start Date: M0 ____ DY ____ YR ____ Start Time: ____ End Time: ____

End Date: M0 ____ DY ____ YR ____ Start Time: ____ End Time: ____

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Office Use Only: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I HAVE READ THE CAEE ROOM RESERVATION POLICIES. As the representative of my department or organization, I understand that failure to follow these policies may result in cancellation of reservation privileges.**

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

CAEE Approval \_\_\_\_\_ Date \_\_\_\_\_  
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Please return to the Center for Academic Enrichment and Excellence, 110 Femoyer Hall, Mail Code 0276, Telephone: 540-231-5499, Fax: 540-231-2618. After regular CAEE operating hours contact the Virginia Tech Police Department at 540-231-6411 if there are problems. In case of emergency call the Blacksburg Police at 9-911 (on campus) or 911 (off campus).