DUS Conference Room 206D
Reservation Request Form

Please complete the form below to reserve the DUS Conference Room 206D and submit to Jaclyn Hugg electronically (jhugg@mail.sdsu.edu) or hard copy (AD-201F) in advance of your request date.

Requestor Information:

Name

Phone

Email Address

☐ Student Requestor
☐ Faculty/Staff Requestor

Which, if any, of the following DUS programs are you affiliated (please check all that apply)?

☐ Academic Scholarships
☐ Center for Regional Sustainability
☐ Center for Teaching & Learning
☐ Common Experience
☐ Compact Scholars Program
☐ Dean’s Office
☐ Early Assessment Program
☐ Faculty-Student Mentoring Program
☐ Honors Council
☐ Interdisciplinary Studies
☐ Liberal Studies
☐ Mortar Board
☐ Service Learning
☐ Study Abroad
☐ T.B. Day Student Success Programs
☐ Undeclared
☐ University Honors Program
☐ Other (please specify) ________________________________

Reservation Details:

Date

Start Time

End Time

# of attendees

Recurring reservation?

For what purpose will you be using the conference room (please check all that apply)?

☐ Study Group
☐ Meeting
☐ Individual Use
☐ Other (please specify) ________________________________

Special Requests:

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Office Use ONLY:
Approved By: ___________
Date: ________________