

## MBB 1.210 Reservation Form

Contact Information	
Name	Title
Department	
Contact Number	Email
Faculty Sponsor Name (required for student groups)	

Event Information		
Date (mm/dd/yy)	Time: _____ to _____	Attendee Count
Event Title		Reoccurring Reservation? (1yr) Yes          No
Food Served? Yes          No	Caterer	Account No. for Cleaning
Description of Meal		
After Hours Event? * Yes          No	Key Signed Out To (print name)	

\*The exterior doors to the seminar room can be accessed via pass key during normal business hours (8am–6pm). If you need to sign out a key for after hours events, please contact Butch Cunningham ([butch.cunningham@austin.utexas.edu](mailto:butch.cunningham@austin.utexas.edu)) at least 24hrs prior to your event.

Weekend Events Only	
Key Signed Out To (print name)	Door Number(s) Programmed
Who Requested Programming? (print name)	Time Doors are Programmed to Stay Open to

### Equipment Checkout

If you need equipment for your event (laser pointer, microphone, VGA cable, etc.), please contact the MBS Student Workers ([mbsworkstudies@utlists.utexas.edu](mailto:mbsworkstudies@utlists.utexas.edu)).

### Room Setup

Seminar room will be arranged in the default theater set up. If you'd like a different set up, please plan accordingly for time to set up and take down your event. At the end of each seminar, the room must go back to theater style.

Office Use Only	
Request Received on (mm/dd/yy)	Received By (print name)