



CONFERENCE ROOM AND JOHNSON CONTROLS REQUEST FORM

***** PLEASE NOTE – NO sitting on stairs in Farash Aud and NO SMOKING allowed anywhere in the building. Speakers need to make these announcements. *****

1. Event Name: _____

2. Location: Please indicate 1st, 2nd and 3rd choice of rooms.

_____ **Ely Room (#212)**

Occupancy by more than **35** persons is dangerous and unlawful

_____ **Farash Auditorium ***

Occupancy by more than **124** persons is dangerous and unlawful

_____ **Concourse Conf Room**

Occupancy by more than **43** persons is dangerous and unlawful

* If reservation is within the same week you will need to notify Johnson Controls to turn on air handling system.

3. Use of room: _____ **Course** _____ **Internal Meeting** _____ **External Visitors** _____ **Other** (please explain): _____

4. Date(s):	Time(s):	Speaker(s) (if applicable)

5. Johnson Controls Room Set Up

_____ None required.
 _____ Yes, room set-up required. If yes, please indicate desired set up and any special instructions below.

Please note: You are responsible for returning the room to the way it was when you arrived AND to clean it up.

_____ Square _____ U-Shape _____ Classroom Style

Remove:	Set up extra:	# of Extra:
_____ Tables	_____ Tables	_____ Tables
_____ Chairs	_____ Chairs	_____ Chairs

Special Instructions: _____

6. Audio-Visual (AV) Requirements: _____ None required. _____ Yes, AV required (fill out below)
 _____ Computer-EDC (OR) _____ Computer-Guest Speaker _____ Slides _____ Overhead-non digital
 _____ Video/DVD _____ Audio needed (please describe): _____

Time to meet and set up the speaker: _____ Other (please describe need): _____
