



# University of the Cumberland Information Technology Department Conference Room Request Form



The Information Technology Departments Conference Room is available upon request only. Request forms must be filled out and returned to the Information Technology department in order to avoid scheduling conflicts.  
If you have any questions please contact (606) 539-4197.

Date Request Submitted: \_\_\_\_\_

Department responsible: \_\_\_\_\_

Start Date of Event: \_\_\_\_\_

End Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number/Ext.: \_\_\_\_\_ Email: \_\_\_\_\_

Person submitting request Name (PRINT): \_\_\_\_\_

Person submitting request signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ADMINISTRATIVE USE ONLY

Conference Room Scheduled by: \_\_\_\_\_ Date: \_\_\_\_\_

Scheduled

Not Scheduled

Comments: \_\_\_\_\_

\_\_\_\_\_