



## Downtown Campus Room Reservation Form

### CONTACT INFORMATION

DEPARTMENT/COMPANY/ORGANIZATION NAME

DEPARTMENT ACCOUNT CODE

CONTACT PERSON

CONTACT TELEPHONE NUMBER

CONTACT EMAIL ADDRESS

### EVENT INFORMATION

TITLE OF EVENT

DATE(S) NEEDED

RESERVATION START TIME (INCLUDE TIME FOR SETUP)

AM OR PM

RESERVATION END TIME (INCLUDE TIME FOR CLEANUP/REORGANIZATION)

AM OR PM

NUMBER OF ATTENDEES

SPECIAL SETUP REQUESTS

### POLICIES

**CLASSROOM/FURNITURE:** Classroom(s) and furniture will be properly used and maintained as well as returned to original setup/arrangement. The department/organization will be billed for any damages that may occur during the use of the property.

**PARKING:** The department/organization will be billed for validations issued with the use of the 9<sup>th</sup> Street Parking Garage. Additional parking is available at metered spaces with a two-hour limit.

**CATERING:** The department/organization will be responsible for desired arrangements, needed supplies, set-up and clean-up.

**SAFETY:** In the interest of personal safety of guests of the University, students, faculty, and staff, all reservations are approved on the assumption that the facility will not be used in excess of the normal seating capacity and will be used as it is normally equipped. It is further agreed that the posted safety and fire prevention regulations will be followed. All aisles leading to exit doors must be kept clear and unobstructed.

**NO SMOKING:** In accordance with the University and Old Post Office building policies, smoking is not allowed inside of the building.

**By signing this document, I acknowledge that I have provided accurate information and agree to the above policies regarding the use of Webster University at the Old Post Office Campus facilities.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Submit completed form to Eric Alexander via fax, 314.621.9232 or scan/email, ericalexander92@webster.edu.  
For questions/concerns call 314.246.3129.

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