

Warrington College of Business Administration
Undergraduate Programs Office
Brian D. Ray, Director

267 Stuzin Hall; PO Box 117160
Gainesville, Florida 32611-7150
Email: undergraduate.business@ufl.edu
Tele: (352) 273-0165; Fax: (352) 846-0186

Student Organization Classroom Reservation Request

REQUESTS SHOULD BE MADE AT LEAST ONE WEEK PRIOR TO DATE NEEDED.
Please complete the following information and return to the Undergraduate Programs Office in
267 Stuzin Hall. **ALL fields must be filled in to submit request.**

Date _____

Requestor _____ Phone _____

Requestor's Email _____

Student Organization _____

Faculty Advisor _____ Phone _____

Faculty Advisor's Email _____

Purpose of Reservation _____

Anticipated Attendance _____

1st Bldg/Rm Preference _____ 2nd Bldg/Rm Preference _____

Period(s) _____

Specific Date(s) Needed _____

Is this request for the entire term? Yes No

Signature _____

For Office Use Only

Date Received _____ Date Requested _____

Room(s) Reserved _____ Period(s) _____

Date Notified Requestor _____

H:\UPO\FORMS\Classroom Request2.doc