

Van Housen Hall/Van Housen Ext. Room Reservation Form

Center for Lifelong Education and Recreation
391 Van Housen Ext., SUNY Potsdam
Phone: x2538 Fax: x3350

Please complete information below and return form to the above address.

Event Date(s) and Day(s) of the Week _____

Sponsoring Organization/Department _____

Address _____

Contact Person _____ Telephone # _____

Event Title _____

Room Requested:

- SB27A (Classroom) Maximum Allowed – 20
- Van Housen Link (Bubble Room) Maximum Allowed – 16

Estimated # Attending Meeting _____

Beginning Time _____ AM PM Ending Time _____ AM PM

Available Equipment

SB27A:

- Overhead projector
- AV Cart
- Screen
- White Board
- Easel and Flip Chart*
- LCD Projector
- Internet Connection

Van Housen Link:

- Overhead Projector
- AV Cart
- Screen
- Easel and Flip Chart*
- Internet Connection

***You must provide your own markers**

PLEASE NOTE: Computers are not provided by Conference Services. You must contact CTS at x2803 for these requests.

Will Food be served at this Function? Yes No

Note: All food must be contracted through PACES or a waiver issued.

Signature for Org./Department _____ Date _____

Signature for CLEAR _____ Date _____