

Norwich University

Academic Event Reservations

Requestor's name _____

Requestor's phone number _____ Today's date _____

Requestor's e-mail address _____

Event description _____

Event contact person/coordinator _____

Academic School supporting this event _____

Before filling out time and room request below you need to check Argos report "Room Utilization Summary" in the Argos public folder to check that the room wanted is available. If you do not have access to Argos please check with the Administrative Assistant of the Academic School supporting the event.

Classrooms _____

Start date _____ End date _____

Week day(s) requesting

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Begin time _____ End Time _____

Please e-mail this form to nuregstr@norwich.edu or Fax to 802-485-2042. Allow 3 working days for processing. You will receive a confirmation with an event number when the event is scheduled. You can look up the reservation on Argos

Registrar's Office use below

Processor date event number