



Department of Earth and Ocean Sciences

Room Request Reservation Form

This form must be completely filled out and submitted to Lorenda Heathcock (heathcockl@uncw.edu) in order for a room reservation to be completed. Room requests made without the submission of this form will not be reserved.

Date of the Reservation:

Day of the Week for the Reservation:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Start Time:

End time:

Room:

Alternate Room:

Is this a recurring event? No

Yes - Please Specify End Date:

What is the purpose of this room reservation?

Requested by:

Today's Date:

SUBMIT FORM