**Administrative Student Affairs**

**Room Reservation**

Person responsible for the request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of people in room:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Date(minimum 48 hours) | Schedule | Notes/ Specifics | Booked Room Administrative Student Affairs |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**Note 1:** All reservations must have 48 hours warning in advance (2 working days) otherwise the Administrative Student Affairs do not guarantee an available room.

**Note 2:** If the room is not in the expected conditions, the situation must be reported so measures can be taken accordingly.

**Note 3:** After the activity, the room’s layout must be in the previous arrangement.

**Note 4**: If you are using the form online you will need to send it to the email: Undergrad.affairs.clsbe@ucp.pt