**Administrative Student Affairs**

**Room Reservation Request Form**

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

Department responsible for the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name or description of the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected number of attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time(start - finish) | Notes | Room (Administrative Student Affairs) |
|  |  |  |  |
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**Note 1:** **All bookings must mandatorily be requested 1 week prior to the required date**.

**Note 2:** Any damage or disorder encountered in the room must be reported, so that measures can be taken accordingly.

**Note 3:** At the end of the event, the room must be left clean, tidy and as in the same condition as at the start of the event.

**Note 4**: Please return your completed form to undergrad.affairs.clsbe@ucp.pt and expect to receive confirmation from us.