

**School of Nursing  
Center for Innovation in Clinical Learning**



# Non-Scheduled Room Request

Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Office Address: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

<b>PLEASE NOTE</b>	
-Allow 2 days turn around time. -If necessary, include a marked-up room diagram for the Multi-Purpose Room or Lobby. -Requesting a room or rooms does not guarantee availability. -Audio-visual support is requested separately.	
Send request to Nam Do <b>Office Address: 219 VICTO</b> <b>Phone: 4-8601</b> <b>Fax: 4-3556</b>	

**Request Information**

Date(s) Needed: \_\_\_\_\_  
 Day(s) Needed: \_\_\_\_\_  
 Time Needed: from \_\_\_\_\_ to \_\_\_\_\_  
 Academic Term: \_\_\_\_\_  
 Number of Seats: \_\_\_\_\_

**Special Instructions/Requests:** *(software needed, etc)*

**Rooms** (seating capacity in parentheses)

- Rooms in this grayed area must be pre-approved by the Registrar's Office.
- |                                   |                                   |                                     |                                     |
|-----------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> 111 (25) | <input type="checkbox"/> 114 (35) | <input type="checkbox"/> 115A* (34) | <input type="checkbox"/> 115B* (34) |
| <input type="checkbox"/> 116 (28) | <input type="checkbox"/> 117 (55) | <input type="checkbox"/> 122 (60)   | <input type="checkbox"/> 123 (95)   |
| <input type="checkbox"/> 129 (75) | <input type="checkbox"/> 228 (16) | <input type="checkbox"/> 229 (64)   | <input type="checkbox"/> 230 (30)   |
- \*These rooms can be requested together as one room.**
- 125 (222)     451 (15)

**Center for Innovation in Clinical Learning Facilities**

- Large Comp Lab (25)     Skills Lab     Multi-Purpose Room (25)  
 Small Comp Lab (10)     Sim Lab

**First Floor Lobbies** (seating capacity in parentheses)

- Victoria St. (front of escalators)     5th Ave. (behind escalators)

**Internal Use Only**

Handled by	Hrs.	Date