

**Radford University Room Reservation Requests
Roanoke Higher Education Center &
Thomas Center-Virginia Western Community College**

Please fill out the following form if you wish to reserve a room at the Roanoke Higher Education Center or at the Thomas Center on Virginia Western's campus. Send as an email attachment or give to Traci Nelson, Administrative Assistant for the Roanoke Sites, RHEC suite 510. tnelson26@radford.edu

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Name of Specific Event (Please be very specific, no acronyms) | |
| Date | |
| Time | |
| Number of People Expected | |
| Room Desired | |
| Materials/Equipment Needed | |
| Department Contact Person (Please be sure to give phone and email) | |
| Instructor (If different from above) | |
| Is this a videoconference event (VTEL or Polycom)? If so, your first contact should be Dr. Dennie Templeton dtemplet@radford.edu | |

The reserving of rooms for non-instructional events will not be confirmed until all credit based classes have been scheduled.

Classroom doors will be opened 30 minutes prior to the start of the event.

Confirmed on: _____

| | |
|---------------------------|------------------|
| Office Use Only: | |
| Electronic Calendar | _____ |
| Desk Calendar | _____ |
| Videoconference forwarded | _____ Date _____ |
| Confirmation sent | _____ Date _____ |
| Event Canceled | _____ Date _____ |