

**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

Is this a Videoconference event (VTEL or Polycom)? If so, your first contact should be Dr. Dennie Templeton dtemplet@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)	

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

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

Confirmed by: _____

Office Use Only:

Electronic Calendar _____ Desk Calendar _____

Videoconference forwarded _____

Confirmation sent _____ Event Canceled _____