



# College of Charleston

## Office of the Registrar

### Student Classroom Reservation Request Form

#### Only Registered/Sanctioned Student Organizations May Use College Facilities

This form must be **fully** completed, signed, and turned in **FIVE days before the room(s)** is (are) needed. **No Exceptions.**

**No Computer Or Smart Rooms Are Available For Student Use.**

#### Directions:

1. Complete this form in its entirety.
2. Have your Faculty Advisor or Greek Advisor sign this form.
3. Return this form to the Registrar's Office.
4. Once you have dropped off the request you will receive an **e-mail** confirmation within 24 hours.

**FAILURE TO PROVIDE ALL INFORMATION MAY RESULT IN A DELAY IN THE PROCESSING OF THE REQUEST.**

Student In Charge: \_\_\_\_\_

Student Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Starting and Ending Times: \_\_\_\_\_

Number of People Expected: \_\_\_\_\_

Building and/or Room Requested (include alternatives in case the room you requested is not available): Available rooms listed on other side of page:

\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Faculty/Greek Advisor Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**RO USE ONLY**

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

**CLASSROOMS AVAILABLE FOR STUDENT USE\***

No Computer or Smart classrooms are available for student use.  
**MYBK 100, ECTR 116, and ECTR 118 will only be reserved for special events, they will not be reserved for reoccurring weekly usage.**

**BELL BUILDING (BELL):**

M-F: 6am-11pm

S, U: Closed, must notify Public Safety to open the doors

308 (57 seats)	316 (40)	405 (45)	417 (24)
309 (47)	320 (32)	411 (31)	
310 (38)	321 (36)	412 (45)	
315 (47)	324 (37)	416 (30)	

**EDUCATION CENTER (ECTR):**

M-F: 6am-11pm

S, U: Closed, must notify Public Safety to open the doors

102 (32 seats)	128 (19)	222 (40)	223 (40)
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**MAYBANK HALL (MYBK):**

M-F: 6am-10pm

S, U: Closed, must notify Public Safety to open the doors

101 (25 seats)	113 (42)	211 (48)	303 (40)
104 (36)	115 (35)	220 (48)	304 (35)
105 (41)	116 (35)	222 (35)	306 (43)
108 (48)	117 (48)	224 (48)	319 (35)
112 (48)	208 (35)	300 (42)	

**LIBRARY BASEMENT (LIB):**

M-F: 6am-10pm

S, U: Closed, must notify Public Safety to open the doors

001 (35 seats)	005 (59)
003 (42)	006 (50)
004 (34)	