

Room Use Agreement

Fill out this form to request a room on campus. Return the completed form to the front desk.



Student Name: Email:

Club/Organization/Event:

Description:

Room(s) Requested:

Alternate(s):

Date(s) Requested:

Alternate(s):

Start Time: End Time: Total Duration:

Alternate(s):

Reoccurring? No Yes: Weekly Bi-Weekly Monthly End Date:

By signing this agreement the signatory assumes liability and responsibility for the room and equipment therein during the duration of the event. The signatory is responsible for the conduct and actions of all participants. Participants must adhere to all policies and regulations of DigiPen Institute of Technology. Administration reserves the right to cancel this agreement at any time if the terms of this agreement or if the policies and procedures of DigiPen Institute of Technology are broken.

DigiPen rooms can only be reserved to members of the DigiPen Institute of Technology community and the signatory must be in the room at all times.

Room use priority falls to official use of the DigiPen Institute of Technology for academic or institutional use, therefore DigiPen administration reserves the right to cancel or reschedule this room use agreement due to scheduling conflicts.

Student Signature: Date:

If your room, date, and/or time need to be altered, you will be notified as soon as possible. The form is to be turned in at the front desk. Requester will receive an email confirmation as soon as the booking is placed and approved.

Preferred classrooms for meetings and events:

Bernini (36)	Hokusai (24)
Blanc (34)	Michelangelo (98)
Da Vinci (36)	Pascal (44)
Descartes (48)	Plato (198)
Euclid (49)	Rembrandt (36)
Von Neumann (24)	Van Gogh (88)

To view availability, visit mrbs.digipen.edu