Department of Occupational Therapy
Room Reservation Form

Richard M. Scrushy Building - Room 226
(Capacity = 50 persons)

Deadline for submission is **October 31, 2001** for **Spring 2002**.

Use this form to request classroom and forward to Sandra Long at longs@shrp.uab.edu.

Availability confirmation will be returned by email.

Scheduling will not be done by phone.

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**Name of Event:**

**Course Number:**

**Contact Person:**

**Phone:**

**E-mail:**

**Campus Address & Zip:**

**School:**

**Department Name:**

**Lecturer Name:**

**Request Type (CANCEL, NEW, CHANGE):**

**Event ID:**

**Date:**

**Begin Time (Include AM/PM):**

**End Time (Include AM/PM):**

**Seats Required:**

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All fields must be completed to submit request.

Assignments will NOT be made until the deadline dates.

Priorities will be given based first on class size and secondly on date of request.

Program will be notified within 5 days after the deadline.