

Lamar State College – Orange Nursing & Classroom Building Room Reservation Form

To request a room, please complete the form and submit to Crystal Compton, Nursing Administrative Assistant, Nursing & Classroom Building for approval.

First Name: _____ Last Name: _____

Title/Position: _____

Department/Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Alt. # _____

Fax: _____ E-mail: _____

Title of Event: _____

Event Description: _____

Estimated Attendance: _____

Date(s) Requested: _____ Event Start & End Time: _____

Room Requesting: _____

Room 102 Capacity= 80

Room 106 Capacity=60

Room 107 Capacity = 50

Room 108 Capacity = 40

Room 206 Capacity = 50

Room 211 Capacity = 50

Computer Lab Capacity = 60

Simulation Lab Capacity = 10

Technology Needed: _____

Would you like a tour of building/Simulation Lab? _____

Additional Information: Please remember ABSOLUTELY no food or drink allowed in any areas of the Nursing & Classroom Building. No access to Administrative Offices including staff lounge and workroom. Once request is received in Nursing Office you will be notified of room availability within a week.

Approved _____

Denial _____ Reason: _____

*Approval is subject to change due to unforeseen program needs.