

College of Education Room 150 and Lobby Request Form

Usage Guidelines

- Do not sit on the tables in room 150.
- If you move the furniture, please return the room or lobby in the order that you found it.
- If you are having an event catered, you must make arrangements with your caterer to pick-up their equipment and clean-up after your event.
- If there is a large spill or something in the room gets damaged during your event, please notify the Dean's Office staff immediately.
- Any damages are the responsibility of the person, department, or organization reserving the room.

Furniture and Equipment in COE 150

- COE 150 has an approved capacity of 75.
- The room is equipped 26 rectangular tables with casters and 75 chairs.
- There are two overhead projectors and two projector screens in the room that can be used for video, Power-point, or other presentations.
- A hand-held cordless microphone can be checked out in the Instructional Technology Center on the 2nd floor.
- If you require assistance with setting up the audio/video equipment, you must contact the Instructional Technology Center at 404-413-8080 72 hours prior to your event.

Scheduling and Contact Information

Name of Contact:

Phone Number:

Email Address:

Sponsoring Department/Organization:

Reservation Date (s):

Event Name:

Event Description (more than one sentence):

Estimated Attendance:

Early Access Time:

Event Start Time:

Event End Time:

Are you providing food? Mark One: YES NO

Signature of Requestor _____

Date _____

Required for student organizations:

Advisor's Name:

Phone Number:

Email Address:

Advisor's Signature _____

Complete this form, sign it with original signature, and email it to Shea Allman, Dean's Office Administrator, at sallman@gsu.edu or fax it to 4040413-8103.