

STUDENT WELLNESS CENTER CONFERENCE ROOM Request Form

Please review **Conference Room Guidelines** before submitting a request form. Please allow 5 business days for your request to be processed. Your reservation will be confirmed when you receive a room confirmation email. Please submit the form to Anna Ang at anna.ang@sjsu.edu or the Wellness Lounge Reception Desk, Student Wellness Center , Room 101.

REQUESTER'S CONTACT INFORMATION

First and Last Name

Department/Office/Organization

Phone Number

Email Address

SPACE REQUESTED

Room will be assigned based on availability and needs. If your requested meeting room is unavailable, you will be notified.

Space	Conference Room 122A &122B (40 chairs are available until further notice)
	Conference Room 122A (room divided, larger space near front desk, 28 chairs are available until further notice)
	Conference Room 122B (room divided, smaller space near food demonstration lab, 12 chairs are available until further notice)

EVENT INFORMATION

Event Title

Event Date

Start/ End Time

Pre/Post Access Time

Group Size

Food or Beverage Catered at event Yes No

Event Description (type of event, attendees, etc)

Describe technology you will be using. SWC122A has **built-in projector**. You must provide your own laptop, cables (**VGA or HDMI**) and adaptors for projector hook-up.