

ERNEST E. JUST HALL
BIOLOGY ROOM RESERVATION REQUEST FORM

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Instructions: You can email a pdf version to Reba Brewington at reba.brewington@howard.edu or save and print for direct submission. Please make sure room(s) reserved are cleaned and doors are locked. Equipment should be returned the Biology Office.

Contact Person: _____

Department/Division: _____

Contact Number: _____ **Email:** _____

Date of Event: _____ **Time of Event:** _____

Estimated Number of Attendees: _____ **Equipment:** ___ Yes ___ No

___ Microphone ___ Projector ___ HDMI Cable ___ Mac Adapter

___ Laptop ___ Microscope ___ Pointer ___ Table ___ Key

Room Request(s):

___ Auditorium (Ground Floor) ___ Small Conference Room 132

___ Conference Room 142 ___ Smart Room 224

___ Lecture Room 320 ___ Lecture Room 344

Purpose of Use:

Digital Signature: _____ **Date:** _____

Chair Approval: _____ **Date:** _____