

# SGA Room Reservations

Date:

Group Name:

Your Name:

Title:

Event Name:

Preferred Date:

Starting Time - Ending Time

Is this a recurring event?

Yes

No

Please list recurring dates/times:

Preferred Building/Room Location:

If room is unavailable, do you have a second location choice?

How would you like the room set up?

You will need to make your own Educational Media and Aramark requests. The links are located here: <http://ptsem.edu/resources/ptscalendar/index.aspx?id=4781>

If you have any questions, please contact Katy Bedford at [katherine.bedford@ptsem.edu](mailto:katherine.bedford@ptsem.edu).