

university of south carolina  
**ARTS & SCIENCES**

**RESERVATION REQUEST FORM**

- GAMBRELL HALL 1<sup>ST</sup> FLOOR - LOBBY
- GAMBRELL HALL 1<sup>ST</sup> FLOOR - DONOR ROOM)
- GAMBRELL HALL 3<sup>RD</sup> FLOOR ATRUIM AND ROOF GARDEN

Reservations should be submitted at least 5-7 days prior to the date requested. Once the Dean's Office has requested, you may expect a reply, via email, either confirming or denying your request within 1-3 working days. You may fax this form to 777-4532 or email a pdf copy to [rockd@mailbox.sc.edu](mailto:rockd@mailbox.sc.edu).

Faculty/Staff Member Making Reservation: \_\_\_\_\_

Email Address(es) to send decision: \_\_\_\_\_

College/Department: \_\_\_\_\_

Campus Phone number: \_\_\_\_\_

Account Number \_\_\_\_\_ and Fund Number \_\_\_\_\_

Number of persons expected to attend: \_\_\_\_\_

Date Requested: \_\_\_\_\_ and Time Requested: \_\_\_\_\_:\_\_\_\_\_ am / pm

Please be sure to allow additional time for set-up or cleanup. It is YOUR responsibility to clean up the areas afterwards. For more than one dated/time, please use a separate request form.

**CONFIRMATION NOTICE:** Your reservation is confirmed for your date(s) and time(s) as requested, with the following exceptions:

\_\_\_\_\_

\_\_\_\_\_

**DENIAL NOTICE:** Your request has been denied for the following reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.

If you need to change or cancel your reservation, please email: [rockd@mailbox.sc.edu](mailto:rockd@mailbox.sc.edu) as soon as possible. Thank you.