

CASIT Facility Reservation Request

Please visit the CASIT website at <http://casit.ucla.edu/> to view the CASIT events calendar listed on the homepage in order to determine times when CASIT space may be available for reservation. Once you have chosen a day and time for your event, kindly forward us an email request using the CASIT Space Reservation Request form noted below to connieluu@mednet.ucla.edu . We will then be able to confirm the reservation appropriately, considering the information and details provided and CASIT's ability to support the event.

Requestors Name:		Department:	
Meeting Date:	Start Time:	End Time:	
Requestors Email and Phone Number:			
Meeting/ Event Title:		Faculty Lead:	
		Re-occurring:	Yes <input type="checkbox"/> No <input type="checkbox"/>
		End date of series:	
Description of Meeting/Event:		Number of Attendees:	
Please choose the type of location:		CASIT Conference Room: <input type="checkbox"/> CASIT Lab: <input type="checkbox"/>	
Audio & Visual:	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe:		
IT Services:	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe:		
Catering: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide food service and contact person info:			

Thank you for your interest in reserving CASIT space for your upcoming event.