

DRAMA

Student Room Reservation Form

Your Name & UVA ID:

Phone Number:

Room Requested: (115B/115C/B006)*

What class is this for? (eg: DRAM 1010)

Who is your instructor?

First Choice Date: (MM/DD/YY)

First Choice Time: (HH:MM PM–HH:MM PM)

Second Choice Date: (MM/DD/YY)

Second Choice Time: (HH:MM PM–HH:MM PM)

Third Choice Date: (MM/DD/YY)

Third Choice Time: (HH:MM PM–HH:MM PM)

* Please note that the Culbreth, Helms, Caplin, Lobby, and Dressing Rooms are NOT available to reserve.

Please e-mail requests to the Production Manager, Caitlin McLeod, at hcm4t@virginia.edu, or place them in her box in the Main Office.

Requests will be processed within two business days and returned via e-mail with an indication of "Approved," along with a choice of date; or an indication of "Rejected."

Please note that this form cannot be used to request reservations for the current week. If you wish to reserve a room for the current week, pencil in your reservation on the calendar on the door of the space you wish to reserve.