Single-Occurrence Meetings: *Submit Room Requests 48 hours in advance of event.*

Recurring Meetings: *Submit exact dates for meetings by Dec. 1 for the next year. Revise and resubmit requests annually.*

Student Activities*: Submit Room Requests to Student Services Office.*

ROOM REQUEST FORM

NCSU College of Veterinary Medicine

ROOM #	ROOM TYPE	A/V Equipment*	SEATING CAPACITY
A-103	Library Conference Room	sp, oh, video cart	12
A-104	Library Conference Room		4
A-105	Library Conference Room	sp	4
A-106	Library Conference Room	sp	4
A-107	Library Conference Room	sp	4
A-108	Library Conference Room	sp	4
A-231	Deans' Conference Room	v (tv), sp, oh	24-28 (14 seats, conference table)
B-104A	Student Teaching Laboratory (Microscopes)	v (tv), sp, oh	72
B-112	South Theater (Classroom)	v, c (mac+win), 3sp, oh	108
B-222	Department Suite Conference Room	v (tv), sp	24-28
B-224	Classroom		20
C-120	North Theater (Classroom)	v, c (mac+win), 3sp, oh	94
C-121	Gross Anatomy Laboratory		72
C-260	Computer Classroom (18 computers)	v, sp, c (win)	30-35
D-232	Conference Room	v (tv), sp, oh	15-20
D-234	Conference Room	sp, oh, rv	20
D-235	Multi-Purpose Laboratory (Surgery)	v (tv)	
D-236	Half-Size Classroom	v, c (mac)**, 3sp, oh, rv	40-50
D-239 N+S	Full-Size Classroom	v, c (mac)**, 3sp, oh	80
D-239 N	Flat-Floor Classroom	v, c (mac)**, 3sp, oh	40
D-239 S	Flat-Floor Classroom	v, c (mac)**, 3sp, oh	40
D-330	Conference Room	oh, sp	10
R-101	Classroom	whiteboard, internet	36
R-256	Conference Room	screen, internet	16
R-356	Conference Room	screen, internet, whiteboard	16
R-458	Conference Room	screen, internet	16

*v=video, sp=slide projector, oh=overhead, c=computer, win=Windows, mac=Macintosh, rv=radiograph viewers

**computer is a Macintosh running Virtual PC: capable of running Windows

Exact Date	Room No. 1st Choice	Room No. 2nd Choice	Beginning Time	Ending Time	Purpose of Meeting/Course Title and Number	Number Attending	Confirmed 1st Choice	Confirmed 2nd Choice

Contact person:	Telephone:	Confirmed by:
E-mail:	Dept./Class:	Event #:
Date requested:		Date confirmed: