

Room Reservation Guide for Stauffer-Flint and Dole

Rooms 204 & 206: Reserve through the Dean's Office (4-4755).
After reserving contact Jennifer Paasch (4-8193) in the Resource Center if you will be in the room(s) after 4:30 p.m.

104, 303 S-F & Dole

Conference Rooms : Reserve through the Dean's Office (4-4755).
Not for student use.

Resource Center: Contact Jennifer Paasch (4-8193) in the Resource Center.
Not for student groups unless a faculty member is present.

Stauffer-Flint Labs: Reserve through Lynne Tidwell (4-7621) or the Dean's Office (4-4755).

Stauffer Flint Lawn: Contact the Student Involvement & Leadership Center.
(Kansas Union – Room 400, 4-4861)

Rooms 100 or 202: **Student Groups** including the UDK can reserve these rooms by going to the Registrar's Office (121 Strong Hall).
A University Events Committee form needs to be filled out which can be picked up in 121 Strong Hall or found online on the Student Involvement & Leadership Center Web site at: <http://www.silc.ku.edu/download.shtml>
Reservation contact: Carol Bray (4-5123).

DEADLINE: Always the Tuesday at NOON the week before the event. The committee meets every Wed. to approve requests. The more notice the better since many groups reserve these rooms. If the deadline is missed the only way to get approval is to contact the Student Involvement & Leadership Center's director Reuben Perez (4-4861).

Departments can reserve these rooms for a class, guest speaker, etc.
Cannot reserve a room for a student group (including the UDK) this way.
Go to: <http://www2.ku.edu/~registr/cgi-bin/event/index.shtml> for the Departmental Event Room Reservation Request form which can be submitted online.
No Deadline.

Rooms 204, 206 & 303: If you are using these classrooms after 4:30 p.m. please turn off the lights, shut the windows and lock the door as you leave.