

**Vermont Law School  
Room Reservation Form**  
(events requiring room only)

To make an R25 reservation for a minor meeting (one requiring no set up, food, or technology) held during regular business hours, please supply the following information:

Person requesting room: \_\_\_\_\_

Room Requested: \_\_\_\_\_  Table in Chase Breezeway

Department or program requesting the room \_\_\_\_\_

A title for the event/reservation: \_\_\_\_\_

Date and time, including both the start time and end time, and any pre- event set up time \_\_\_\_\_

Number of people expected to attend the event (estimated) \_\_\_\_\_

Please indicate who your event is for:

- |                                     |                                   |  |  |
|-------------------------------------|-----------------------------------|--|--|
| <input type="checkbox"/> Academic   | <input type="checkbox"/> Students | <input type="checkbox"/> Faculty/Staff | <input type="checkbox"/> Trustees      |
| <input type="checkbox"/> Admissions | <input type="checkbox"/> Dean     | <input type="checkbox"/> Alumni        | <input type="checkbox"/> VLS Community |

Please indicate what type of event:

- |                                  |  |                                   |                                     |
|----------------------------------|--|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Meeting | <input type="checkbox"/> Skill Session | <input type="checkbox"/> Other    | <input type="checkbox"/> Training   |
| <input type="checkbox"/> Speaker | <input type="checkbox"/> Social        | <input type="checkbox"/> Workshop | <input type="checkbox"/> Info Table |

R25 Scheduler: \_\_\_\_\_ Date \_\_\_\_\_

Buildings & Grounds: \_\_\_\_\_ Date \_\_\_\_\_

*For meetings after 5:00 PM or tables in the Breezeway only.*

Action/Room Assigned: \_\_\_\_\_

**NOTE:** *An email confirmation and room assignment will be sent to you once the reservation is made.*