

Room Reservations for Experimental Psych

Directions for Room Reservations to obtain a room for your experiments.

1. Forms must be submitted **10 days** prior to the dates needed.
2. All information must be filled out completely and the form **hand delivered** to the UG front desk!
3. You need your professor's approval to place a reservation. Your experiment **DOES NOT NEED TO BE APPROVED AT THE TIME YOU REQUEST YOUR ROOM(S)**.

Please list:

Name of person who is the assigned 'Researcher' for Sona, include email address and phone number

Number of days needed, with dates

Times needed: give yourself 30 min. prior to and after for set up and tear down

Room capacity: # of people

If using multiple rooms, do the rooms need to be adjacent?

Special Accommodations: AV/Media, Multiple Rooms, Preferred Location



Professor's Initials/Approval for Room Reservation ONLY _____

Researcher's name, email address and phone:

Number of Days Needed/include dates and times:

Do the Rooms Need to be Adjacent: _____ Room Capacity: _____

Special Accommodations:

