

ROOM RESERVATION INSTRUCTIONS

The Department of Biological Sciences does not own or have exclusive access to any rooms that can be reserved for teaching or research purposes. Therefore, reservation requests for class/examination/seminar/meeting rooms must be submitted directly to the appropriate University authorities.

Reservation requests must be submitted at least four (4) business days prior to the expected/scheduled use of the room. Students are strongly advised to reserve a room well in advance to ensure room availability.

TO RESERVE A ROOM IN BUILDING CTF 01 AND CTF 02 (XΩΔ 01 AND XΩΔ 02) AND LRC01 - 017 (Library - Learning Resource Center, Room 017):

Please complete the form provided [here](#) and submit it according to the instructions written on the form. For confirmation purposes, the University will notify you to let you know if your reservation was successful based on room availability.