



# Room Request

of University of Nevada, Reno Facilities

## Redfield Campus

Nell J. Redfield Building A  
18600 Wedge Parkway, Reno, NV 89511  
(775) 784-4046 • Fax: (775) 784-4801  
Email: rcrooms@unr.edu

(Please print in blue or black ink or type)

Program/Course \_\_\_\_\_

Program Date(s) \_\_\_\_\_ Reoccurring Dates Start \_\_\_\_\_ End \_\_\_\_\_

☐ MON Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

☐ TUES Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

☐ WED Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

☐ THUR Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

☐ FRI Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

☐ SAT Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

☐ SUN Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Estimated attendance \_\_\_\_\_

Classroom Type ☐ Regular Classroom ☐ Computer Classroom ☐ Computer Lab\*

\* If requesting computer, please give a brief description of what the room will be used for.

Printing (Computer Classrooms Only) ☐ Yes ☐ No

Does the instructor need special software installed on the computer? ☐ Yes\* ☐ No

Student computers? ☐ Yes\* ☐ No

\*If yes, please email [xshelp@lists.unr.edu](mailto:xshelp@lists.unr.edu) at least 14 days prior to the event start date and indicate the software below.

Has the instructor had training on smart classroom equipment? ☐ Yes ☐ No\*\*

\*\*If you'd like training, an additional hourly fee applies with a minimum of one hour billed.

**If yes to the first two questions above, please email [xshelp@lists.unr.edu](mailto:xshelp@lists.unr.edu) at least 14 business days prior to the event start date**

Requester's Name \_\_\_\_\_ Date \_\_\_\_\_

Requester's Dept./Organization \_\_\_\_\_

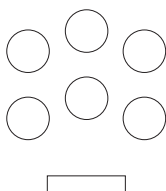
Requester's Contact Number \_\_\_\_\_

Requester's Email Address \_\_\_\_\_

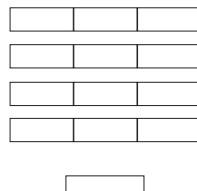
Cancellations must be made at least 48 hours prior to the event start date via email to [rcrooms@unr.edu](mailto:rcrooms@unr.edu)

Room Setup (Please select one style)

☐ Rounds



☐ Classroom



☐ U-Shape

