ETB ROOM REQUEST

- Please Request Room(s) a Minimum of 2 Weeks in Advance • Urgent Requests will beHandled as Time Allows

| Class Rooms Available are: 1003-30 seats, 1035-38 seats, 1020-80 seats, 1034-Stadium 70 seats, 1037-Stadium 90 seats |
| To Schedule ETB Class Rooms AFTER 5PM, Mon-Fri and non-Football GameDay weekends |

*SUBMIT this Room Request to etbroomrequest@bme.tamu.edu or come by ETB Area 5011. Shannon Caldwell or Andy Deuel will respond Unavailable or Confirmed. |
*To Schedule ETB Class Rooms 8AM-5PM, M-F, Contact the Registrar: http://registrar.tamu.edu/ |
*To to Schedule the ETB LOBBY, SUBMIT this Request to Shannon Caldwell: src1394@tamu.edu |

Please do NOT move the Lobby Furniture. Please put back any classroom furniture you move.

| Requestor Name, Email, Ph#: |
| Group/Society Name: |
| Advisor Name, Email, Ph#: |
| Time Start/End: | Number of People: |
| Event DAY: |
| Event Date: |

**EVENT DESCRIPTION**

**WHAT IS YOUR CLEAN-UP PLAN, BECAUSE EVERYONE NEEDS A CLEAN-UP PLAN:**
- A Satisfactory clean-up plan would involve you bringing your own additional trash cans/trash bags for your event, dumping your trash in the ETB loading dock dumpster (southeast corner of building) and involves you resetting/straightening the room/furniture, wiping down tabletops (clorox wipes work great), sweeping/vacuuming as needed. At least this and anything else you can think of is necessary before you leave the room for the next visitors.
- An Unsatisfactory clean-up plan would be leaving food/trash in the room and overstuffing room/lobby trash cans for the next room/lobby visitors. Leaving room/furniture dirty/crumby and disorganized would be disrespectful.

My CLEAN-UP PLAN is:

**IMPORTANT Room Request Instructions:**

**WITH your Email Confirmation in hand do the following:**

1) **Check-out** an ETB Class Room KEY after 1PM the day before your event from Barbara Slusher in the BMEN Reception Area 5045 or go to Area 5011.

2) ‘Leave the place better than you found it.’ FOOD & Excess trash goes to the dumpster in loading dock (southeast corner of building).

3) **Return** the ETB Class Room key to Barbara Slusher in BMEN Reception Area 5045 before 11AM the next week-day after your event(s) or go to Area 5011.

**Other IMPORTANT INFORMATION:**

- Class Room Event Requests will be received PER SEMESTER • after July 1 for Fall events 
  • after November 1 for Spring events • after April 1 for Summer events
- The Emerging Technologies Building is Open 7AM-6PM, Monday-Friday
- For special events ETB Entry Doors will be unlocked 15 minutes before – 15 minutes after the event start time then the regular Open/Closed schedule will resume. All day events may require more door scheduling.