



Classroom Reservation Request Form

This form must be fully completed, signed, and submitted to the Office of the Registrar at least ***FIVE BUSINESS DAYS*** before the room is needed or before the announcement date for the event. Incomplete forms or forms submitted in less than ***FIVE BUSINESS DAYS*** will ***not be accepted***.

- Only Registered/Sanctioned Student Organizations may use AUK classrooms
- No computer Instruction Classrooms are available for Student Use
- To reserve rooms in the Library, contact the University Library
- To reserve the Auditorium or Multi- purpose room, contact the PR and Marketing *(you will need to complete the On-campus Activity/Event Registration Form instead)*

Note:

1. You will receive an e-mail confirmation within 2 business days of submitting the request.
2. Student clubs/organizations require the signature of either the Organizational Advisor of the Office of the Student Life before submitting this form to the Office of the Registrar.

FAILURE TO PROVIDE ALL INFORMATION MAY RESULT IN A DELAY IN THE PROCESSING OF THE REQUEST

Event: _____

Event Date(s): _____

Org/Dept.: _____

Start Time: _____

End Time: _____

Person in Charge: _____

Telephone No: _____

Email: _____

Number of People Expected: _____

Building preference Sciences Building Liberal Arts Building Central Campus

Room preference *(please select ONE of the options listed below)*

Traditional Classroom

Computer Classroom

Seminar Classroom *(applies to Liberal Arts building B304 only)*

Upper- Division Classroom *(applies to Liberal Arts building only)*

General Student Lab (B001)

Any

IMPOTANT NOTE!!

Changes to classroom layout are **not permitted**.

Requestor's Name

_____/_____/_____
Signature & Date

Organizational Advisor Name/ Office of Student Life

_____/_____/_____
Signature & Date

Office of the Registrar
American University of Kuwait
☎ Tel: + (965) 2224 8399 ext.3164
☎ Fax: + (965) 2571 5891

Last Modified: September 2012

RO USE ONLY:
Processed by: _____ (Initials)
Date: _____