



TEXAS SOUTHERN UNIVERSITY

Thurgood Marshall School of Law

Room and Table/Chairs Reservation

Name of the Event _____

Event Date: _____ Number of Attendees _____ Event Time _____

Setup Time _____ Start Time _____ End Time _____

Contact person _____ Phone number _____ Email _____

Number of Tables, Chairs, ect, Needed _____

Are special parking arrangements needed? (If so, please indicate _____

Refreshments

Is food to be served? Yes No

Comments _____

PLEASE NOTE:

Request for space must be submitted 72 hours prior to your scheduled event. Request for food must be submitted seven business days prior to your event. Completion of this form does not guarantee approval for space. A representative from the Facilities Department will contact you regarding the status of your request within 24 hours of time request was received.

To Submit Form:

- Save this completed form to your computer,
- Email completed form to: Jo.Aldridge@tmslaw.tsu.edu