CNU Room Reservation Form

Please complete the form below to request a room reservation. Facilities will confirm your reservation via calendar invite.
Submit the completed form to: Front.desk@cnu.edu

1. Requester Information

Name: _____

Department/Organization: _____

Student ID Number (if applicable): _____

2. Meeting Details

Meeting Title: _____

Number of Attendees: _____

Date of Event: _____

Start Time: _____

End Time: _____

Date & Time for Room Setup: _____

Date & Time for Room Reset/Cleanup: _____

3. Room Selection

College of Medicine (1st Floor)

- ☐ Classroom 1A (Big classroom, holds 140 people)
- ☐ Classroom 1B (Big classroom, holds 140 people)
- ☐ Room 160A (Holds 20 students, equipped with projector)
- ☐ Room 160B (Holds 20 students, equipped with projector)
- ☐ Room 160C (Holds 20 students, equipped with projector)
- ☐ Room 163 (Holds 20 students, equipped with projector)
- ☐ Room 179 (details TBD)
- ☐ Room 181 (Holds 20 students, equipped with projector)
- ☐ Room 187 (Holds 20 students, equipped with projector)
- ☐ Room 188 (Holds 20 students, equipped with projector)
- ☐ Room 189 (Fits 4 people, TV monitor with HDMI cord)

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- ☐ Room 190 (Fits 4 people, TV monitor with HDMI cord)
- ☐ Room 191 (Fits 4 people, TV monitor with HDMI cord)
- ☐ Room 192 (Fits 4 people, TV monitor with HDMI cord)
- ☐ Room 193 (Holds 20 students, equipped with projector)
- ☐ Room 194 (Holds 20 students, equipped with projector)
- ☐ Room 196 (Holds 20 students, equipped with projector)
- ☐ Room 197 (Holds 20 students, equipped with projector)
- ☐ IDL (Interactive lab, details TBD)
- ☐ Sim Lab (Simulation lab, capacity varies)
- ☐ Conference Room 101 (Holds 60 people, no projector; available upon request)
- ☐ Conference Room 158 (Holds 30 people, equipped with projector)
- ☐ Conference Room 198 (Holds 30 people, equipped with projector)

College of Pharmacy (2nd Floor)

- ☐ Classroom P1 (Holds up to 150 people)
- ☐ Classroom P2 (Holds up to 150 people)
- ☐ Classroom P3 (Holds up to 150 people)
- ☐ MPS Classroom (Holds up to 40 people)
- ☐ Library Conference Room (Small conference room, seats ~12)
- ☐ Vocational Room 264 (Holds up to 30 people)
- ☐ Vocational Room 276 (Holds up to 30 people)
- ☐ Conference Room 254 (Holds 15 people)

CNU Event Center

- ☐ CNU Event Center (Full) (Large multi-purpose space, fits up to 660 people. Can be split into two separate rooms)
- ☐ CNU Event Center – Side A (Fits up to 330 people, includes stage)
- ☐ CNU Event Center – Side B (Fits up to 330 people)

4. Special Requests

Preferred Room Layout:

- ☐ Classroom Style (Square tables and chairs facing front)
- ☐ Conference Style (Tables in a large square or U-shape)
- ☐ Theater Style (Chairs only, no tables)
- ☐ Other / Custom: _____

Additional Needs:

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- ☐ Extension Cords
- ☐ Projector Setup (if not already included in the room)
- ☐ Extra Chairs
- ☐ Extra Tables
- ☐ Other: _____

5. Divider Setup Requests

Please indicate your preference for the room divider setup (if applicable):

Classroom 1A / 1B:
☐ Divider Up *(Combined space)*
☐ Divider Down *(Separate rooms)*

CNU Event Center:
☐ Divider Up *(Combined full space)*
☐ Divider Down *(Use Side A and/or Side B only)*

6. Agreement

By submitting this form, I agree to maintain the cleanliness of the reserved room(s) and to refrain from touching, altering, or operating any equipment (such as AV systems, projectors, or simulation tools) without prior authorization.

Signature: _____

Supervisor Signature: _____Print name: _____

Date: _____