

Room Booking Form

This form must be filled out with each reservation.

Space requested (please check one):

Multi-Media Research/Meeting Room

Research Assistant Workstation (Note: only the supervising professor can book a workstation)

User's name: _____

User's phone number: _____

User's email: _____

If user is a Research Assistant:

Name of professor: _____

Professor's phone number: _____

Professor's email: _____

Department: _____

Name of project: _____

Granting agency (if applicable): _____

Date of reservation (**Note:** the space is only available on weekdays): _____

Hours of reservation (**Note:** the space is only available in 2-hour blocks, and that a block cannot begin between 12:00PM and 1:00PM): _____

Please confirm that the space is reserved 48 hours before the time you've requested. To do so, contact Larissa at crytc@uwinnipeg.ca.

If you would like to reserve a space less than 48 hours in advance, please feel free to call, email, or stop by CRYTC to see if space is available.