

UNIVERSITY OF MELBOURNE  
SCHOOL OF BEHAVIOURAL SCIENCE

## CASUAL ROOM BOOKING FORM

\* \* \* \* Please Note \* \* \* \*

1. Submit completed form to the General Office or via an email to [enquiries@psych.unimelb.edu.au](mailto:enquiries@psych.unimelb.edu.au) and allow two days to process your room booking request.
2. Your request will be confirmed via an email.
3. When booking rooms, it is important to allow sufficient time for you to check that the requested equipment is present in the room and functional. (It is recommended to allow 30 minutes).
4. Collect key from General Office. (Student Card required)
5. Please notify General Office of any room cancellation.

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Room Used For: \_\_\_\_\_

### BOOKING DETAILS:

Date:	Time From:	Time To	No. of Seats:	Room Preference:	- Office Use Only - Response

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- Office Use only -

Date Booked: \_\_\_\_\_ Confirmed Signature: \_\_\_\_\_