

UNIVERSITY OF MELBOURNE
SCHOOL OF BEHAVIOURAL SCIENCE

CASUAL ROOM BOOKING FORM

* * * * Please Note * * * *

1. Submit completed form to the General Office or email your request to enquiries@psych.unimelb.edu.au and allow two days to process your room booking request.
2. Your request will be confirmed in writing or 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.
5. Please notify General Office of any room cancellation.

Name: _____ Contact Number: _____

Room Used For: _____

Equipment Required: _____

BOOKING DETAILS:

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

- Office Use only -

Date Booked: _____ Confirmed Signature: _____