



Room Booking Form

Date Submitted

Organizer Information

| | |
|----------------|-------|
| Club | |
| Contact Person | |
| Phone | Email |

Room Booking Information

| | | | |
|-----------------------|--------|--|--|
| Date | | | |
| Event Time | Set up | | |
| | Start | | |
| | Finish | | |
| Purpose (be specific) | | | |
| Room Preference | | | |
| # of Attendees | | | |

Office Use

| | | |
|-----------------------------|--|------|
| Clubs Coordinator Signature | | Date |
|-----------------------------|--|------|

| SAMRU Approval | | Club Contacted | | Bookings | |
|----------------|--|----------------|--|----------|--|
| By | | By | | By | |
| Date | | Date | | Date | |
| Approval | | To | | Via | |

The personal information collected on this form will be used to administer and manage SAMRU's programs and services, and to maintain SAMRU's records. This information will be protected by the provisions of the Personal Information and Protection Act and can be reviewed during normal business hours upon request. Information may be disclosed to third parties in order to meet specific contractual and legislative requirements required to deliver services that you have requested. We treat your personal information with care and respect, and use it to improve our services to you.