

**CASIT Facility Reservation Request**

Please visit the CASIT website at <http://casit.ucla.edu/> to view the CASIT events calendar listed on the homepage in order to determine times when CASIT space may be available for reservation. Once you have chosen a day and time for your event, kindly forward us an email request using the CASIT Space Reservation Request form noted below to [CASIT@mednet.ucla.edu](mailto:CASIT@mednet.ucla.edu). We will then be able to confirm the reservation appropriately, considering the information and details provided and CASIT's ability to support the event.

<b>Requestors Name:</b>		<b>Department:</b>	
<b>Meeting Date:</b>		<b>Start Time:</b>	<b>End Time:</b>
<b>Requestors Email and Phone Number:</b>			
<b>Meeting/ Event Title:</b>		<b>Faculty Lead:</b>	
		<b>Re-occurring:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		<b>End date of series:</b>	
<b>Description of Meeting/Event:</b>		<b>Number of Attendees:</b>	
<b>Please choose the type of location:</b>		CASIT Conference Room: <input type="checkbox"/> CASIT Lab: <input type="checkbox"/>	
<b>Audio &amp; Visual:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe:		
<b>IT Services:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe:		
<b>Catering:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide food service and contact person info:			

Thank you for your interest in reserving CASIT space for your upcoming event.