Fenwick Library Main Reading Room 2001: Reservation Request Form

Before completing this form, please scroll down to and read the room policies for

“Main Reading Room (2001)” at: **https://library.gmu.edu/locations/fenwick/rooms**

*Event Name:*

*Event Description:*

*Date Requested:*

*Room Reservation Start/End Times:* From to

*Event Start/End Times:* From to

*Name of Mason Unit(s)/Department(s) Sponsoring the Event:*

*Course/Class name (if applicable):*

*Anticipated Number of Participants/Students:*

*Organization Code (in case of fee assessment):*

*Contact Person Name and email:*

Email the completed form to Debra Hogan [dhogan1@gmu.edu](mailto:dhogan1@gmu.edu)

Your request will be submitted for approval and responded to as quickly as possible.