**Step 1:** [**Check Availability here to see if the room is available**](http://outlook.unc.edu/owa/calendar/dsa_campusyfl.rmb%40ad.unc.edu/Calendar/calendar.ics)**.**

**Step 2:** For events on weekdays between 1:30pm-5:00pm, contact katie\_turner@unc.edu or (T) 919-962-2147. The room is not available for reserved use prior to 1:30pm on weekdays. **For events on weekends or weekdays beginning after 5:00pm, contact the Campus Y at CampusY@unc.edu or (T) 919-962-2333.**

For events before 5 p.m. on weekdays send to:

CB # 9170

Email: katie\_turner@unc.edu

or Fax: 919-962-5479

**Step 3: Event Details**

Please include time for set-up and clean-up in your reservation.

|  |
| --- |
| **Event Name:**        **Date:**        |
| **Start Time:**       **End Time:**        |

**Step 4: Contact/Sponsorship Information**

|  |
| --- |
| **Contact Name:**       **Email:**       **Phone:**       |
| **Department Name:**       **CB:**       |
| **Organization Hosting Event:**       |
| **Other Sponsoring Group(s):**       |
| **Responsible person who will be present at the event:**      **Email:**       **Phone:**       |

* I have read the [Anne Queen Faculty Commons Facility Use Policy](http://faccoun.unc.edu/faculty-commons-at-the-campus-y/). I agree to abide by these conditions and all applicable University regulations. I understand that it is my responsibility to assure that these conditions are observed by members and guests of my department and/or group. **I understand that my department will be billed for cleaning and/or restoration if room is left in an unsatisfactory condition.**

**REQUIRED:** Date:

Signature of Authorized Contact

**REQUIRED**: Date:

Signature of Department/Unit Head or Student Group Faculty Advisor