* Once the form is complete, save it to your computer and e-mail it as a word attachment to timetable@khadamat.ae
* Bookings will be processed as time permits during working hours only (Sun-Thurs 8:00-5:00).
* **Bookings must be made at least 24-48 hours in advance.**

|  |  |
| --- | --- |
| Name of Requestor |   |
| Banner ID |   |
| Phone Number  |  |
| Email Address |  @uaeu.ac.ae  |

**Request Details:**

Title of Event:

Campus/Building request:

Number of people attending:

Gender of students (for student events): (Male/Female/Both)

Special IT/AV equipment and support required? (Yes/No) if Yes Please Specify

Course Code :( if Mid-term or extra Lecture)

Section:

*Kindly specify the time taking into account setup time before the event and clearance after the event.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date | Finish Date | Start Time | Finish Time | Room (If any) |
| (dd/mm/yyyy) | (dd/mm/yyyy) | (am/pm) | (am/pm) |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

PLEASE leave the room clean and free of damage for the next user. If catering is required, contact your

 catering company to order your refreshments.

**Your Booking Confirmation will be e-mailed to you.**