

D Center: Space Reservation Request

You can print out this form and submit a hardcopy in person, or scan the document and send it to dcmedia@uw.edu titled: "Space Reservation Request."

If you would like to reserve the D Center space, you have three options to view and submit the form: electronically, PDF file to submit a hardcopy or a word document that can be filled out and e-mailed to dcmedia@uw.edu.

If your requested time is already occupied, you will be informed and given options of other available times. If you have any questions about this form, please e-mail dcmedia@uw.edu. Thank you.

Name: _____

Preferred pronoun(s) (optional): _____

E-mail: _____

Event title or group name: _____

(Example of title: ASL Club Meeting / Example of group name: UW ASL Club)

Date of reservation: _____

Time of reservation: _____

Duration of reservation: _____

How often will this reservation take place? Please select one:

- ☐ Once
- ☐ Once a week
- ☐ Bi-weekly
- ☐ Once a month
- ☐ Once a quarter
- ☐ Other: _____

Description of the group and the event: _____

Are there any other additional services you require from the D Center (i.e., interpreters, captioners, etc?): _____

Questions/concerns/comments (optional): _____
