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?):\n
Questions/concerns/comments (optional):