![Trent Durham Student Association logo]

Space Application
(For On - Campus Events)

Event Name:	
Room/Area Preference:	
Alternate Room Preference:	
Event **start** date and time:	
Event **end** date and time:	
Recurring event date & time:	
Executive Name:	
Club Name:	
Club Email:	
Number of participants:	
Details: _____ _____ _____	

* Please note!* Completing this form does not constitute booking a room. This form will need to be reviewed by Trent University Administration. **DO NOT** advertise your room location until you have received confirmation from the main office.

Submitted by: _____

Signature: _____

Signature Date (DD/MM/YYYY): _____

Office Use!

Approved by: _____

Signature: _____

Date: _____