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<th>NAME OF RSO:</th>
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<tr>
<th>Event Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Number Attendees</th>
<th>Meeting Agenda/Purpose</th>
<th>Food /Drink</th>
<th>ROOM</th>
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*More than three dates require Dean's approval.

BY SIGNING THIS FORM I AGREE TO BE THE RESPONSIBLE PARTY FOR THIS EVENT, AND I AGREE: (1) to leave room clean and trash picked up. (2) to not move, remove, detach, or otherwise tamper with technology equipment, podiums or tables. (3) to pay a $500.00 CHARGE FOR DAMAGE TO EQUIPMENT IN ROOM DURING EVENT. (4) to pay a $250 Cleaning Charge if food/drink is approved and carpet is stained as result.

**KEY TO ACCESS THE ROOM(S) AFTER HOURS AND WEEKENDS: MUST BE CHECKED OUT BY THE FACULTY ADVISOR WHO SIGNS BELOW.**

Keys are checked out from the Engineering Dean’s Office in Bell 4183.

**THE FACULTY ADVISOR IS ACCOUNTABLE FOR INCIDENTALS** [Faculty Advisor must be a full-time employee of the University of Arkansas]

**PRINT** RESERVER NAME:  
**EMAIL:**  
@uark.edu

**SIGNATURE:**  
**DATE:**

**PRINT** FACULTY ADVISOR
**NAME:**  
**EMAIL:**  
@uark.edu

**SIGNATURE:**  
**DATE:**

Comments:

*Dean’s Signature, Approving more than 4-day reservation

Be sure to leave the room in good shape. Thank you! If you need technology training/assistance, please contact our College of Engineering IT Support a week ahead of time at 575-7189 or pcsteph@uark.edu  
Food and drink is not allowed unless approved in advance.