

# Mechanical Engineering Space Request

## Scheduling Information

The Mechanical Engineering Department's Rooms are free to use for University Approved Student Groups as outlined by the information provided here.

Name Of UNT-Approved Student Group: _____
Name of Advisor: _____
Name of Contact: _____
ID Number: _____ Phone Number: _____
Email Address: _____

Type of Activity: _____
Dates Required: _____
(If More Than Once) Starting Date: _____ Ending Date: _____
Time: _____ Number of People Expected to Attend: _____

## Conference Room Information

- Fridge and its contents will not be provided unless prior arrangements are made with the department staff.
- Student Groups are responsible for cleaning the area after the meeting. Failure to do so might result in finding new arrangements.
- The conference room will not be set up for any student group until their advisor has signed this form and staff have received it.

By having a Group Member sign this document, the whole group agrees to these terms. The room can be placed on hold but will not be unlocked until this form is received.

\_\_\_\_\_  
*Signature of Group Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Advisor*

\_\_\_\_\_  
*Date*

**PLEASE SUBMIT THE COMPLETED FORM TO F101 OR**  
**[MECHANICALGRADUATE@UNT.EDU](mailto:MECHANICALGRADUATE@UNT.EDU) 48 HOURS BEFORE FIRST MEETING.**

STAFF USE ONLY:	Room #: _____
Food/Beverage: _____	
Chart string: _____	Approval: _____