



Mount Ida College

Academic Space Reservation Form

Office of the Registrar, 777 Dedham Street, Newton, MA 02459
phone: 617-928-4503 ~ fax: 617-928-4728 ~ registrar@mountida.edu

The Office of the Registrar reserves the use of Academic Spaces for faculty and staff throughout the year. To request the use of an Academic Space, please submit this form to the Office of the Registrar. You will receive a Room Reservation Notice which should be posted at the room during the time reserved. Conference rooms and other non-academic rooms are reserved through the Physical Plant (617-928-4519).

After reserving a room, please use Media Services' [Request for Audio/Visual Equipment or Service](#) form for specific Media requests or the [Event Information Form](#) to request physical plant, dining services, public safety and publicity needs for your on-campus program.

Requestor: _____ **Date:** _____

Department: _____ **Email:** _____

Date(s): _____ **Time:** _____

Purpose of Meeting: _____ **Number of Attendees:** _____

Day(s) of the week:

Mon Tues Wed Thurs Fri Sat Sun

Room(s):

Building:

- Academic Technology Center
- Chamberlayne Hall
- New England Institute
- Ricker Hall

Room Type:

- Computer Lab (1 computer per student)
- Electronic Classroom
- Lecture Room

Specific room request: _____

Comments: _____
