SCHOOL OF CINEMATIC ARTS
SPACE RESERVATION FORM

CDM Production Office
14 E. Jackson St. Suite LL103A
Chicago, IL 60604
312-362-6862
production@cdm.depaul.edu

Reservation Policies
- Upcoming weekend room reservations must be made by Thursday at 12pm.
- The maximum reservation may be 3 hours unless given special approval by the CDM Production Office Manager.
- All reservations must be cancelled at least 24 hours in advance of the reservation date.
- Consistent failure to meet the policies regarding reservations and damaged rooms will result in suspension of reservation privileges.
- Availability of rooms may be seen on Production Resources webpage.
- MFA thesis films will be given special consideration.

Personal Information
Name: ____________________________ ID Number: ____________________________
Telephone: ____________________________ Email: ____________________________

Reservation Information
Room Name or #: ____________________ Reservation Request Date: ____________________
Time Slot: ____________________ Course Name and #: ____________________
Project Name: __________________
Director: ____________________________ Producer: ____________________________

By signing below, the signee indicates that he or she has read and accepts the CDM Production Office policies. Some rooms might follow additional rules and procedures, for a complete listing please visit the CDM Production Resource Page.

SIGNATURE: ____________________________ DATE: ____________________________

For Office Use Only
Reserved by: ____________________________
Approved by: ____________________________
Checked out by: ____________________________
Checked in by: ____________________________