

# 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 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 be 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:	_____