

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

- Reservations for the upcoming weekend must be made by Thursday at 12pm.
- The maximum reservation length is 4 hours unless approved in advance by Production Office management.
- All reservations must be canceled at least 24 hours in advance of reservation date. Failure to do so may result in a \$25.00 fine.
- The reservation holder listed below may be held responsible for damage to or misuse of the space or its contents.
- AV requests must be communicated to SCAAVSupport@depaul.edu no later than 72 hours prior to the start of the event.
Failure to do so will result in cancellation of the event.

Requestor Information

Name: _____ ID Number: _____

Telephone: _____ Email: _____

Reservation Information

Project Title or Event Name: _____ Date/Time Requested: _____

Purpose of Reservation: _____ Room Type Requested: Theater/Screening Room

Number of cast/crew/guests expected: _____ Rehearsal/Audition/Meeting

Will you use the room's AV system? Yes No Daley LL107 Stage

If you selected Yes, please describe in as much detail as possible: No preference

I'd like to request a specific room
(building and room number required): _____

For Office Use Only

Reserved by: _____
Today's Date: _____
Room Reserved: _____
Date/Time Reserved: _____