

**VIDEO CONFERENCE RESERVATION REQUEST  
FOR PRINCETON UNIVERSITY RELATED EVENTS ONLY**

**PLEASE SUBMIT THE ROOM REQUEST FORM TO THE OFFICE OF THE REGISTRAR AT LEAST ONE WEEK PRIOR TO YOUR EVENT**

**Please send your request by fax or campus mail to: Jessica G. Gamble, Office of the Registrar, 101 West College, fax: (609) 258-6328.**

Reservation request for:       Friend Center 003 (35 theater seats)  
  
    Wallace 001 (16 seminar/conference seats)

Date of Request: \_\_\_\_\_ Requestor's Name: \_\_\_\_\_  
Requestor's Phone #: \_\_\_\_\_ Requestor's E-mail address: \_\_\_\_\_  
Dept./Org. Address: \_\_\_\_\_  
Acct. # to be charged: \_\_\_\_\_ Authorized Signature on Acct (Please print name): \_\_\_\_\_

**EVENT:**

Date of Event: \_\_\_\_\_ Description: \_\_\_\_\_  
Event Start Time (at Princeton): \_\_\_\_\_ Event End Time (at Princeton): \_\_\_\_\_  
Phone Connection Required: Connecting with (outside phone #): \_\_\_\_\_  
    \_\_\_\_\_ Call will originate from Princeton University  
    \_\_\_\_\_ Call originates from outside phone number above  
    \_\_\_\_\_ Connect with INTERNET 2 connection  
    \_\_\_\_\_ Use of Fax required to telephone #: \_\_\_\_\_  
    \_\_\_\_\_ Use of additional telephone required to #: \_\_\_\_\_

Classroom Administrator's Confirmation Signature: \_\_\_\_\_  
cc:     Media Services  
       Requesting Department or Organization

**COST (For Registrar's Office Use Only):**

\$150.00 per hour for non-course related events  
\$ 75.00 per hour for Princeton University administrative events  
No room charge for course related conferences except telephone long-distance charges, if applicable.  
Above rates include Media Services technician fees.

Event Total Time: \_\_\_\_\_ x applicable hourly rate of \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Total long distance charges = \$ \_\_\_\_\_  
Additional charges (if applicable) = \$ \_\_\_\_\_  
Total event cost = \$ \_\_\_\_\_

Billing questions should be addressed to Maryann Arnold, Office of the Registrar, 101 West College, phone: 258-5654 or email marnold@princeton.edu.