Event/Meeting Room Request Form
UO Baker Downtown Center, Academic Extension
975 High Street
Eugene, OR 97403

Function Title: ________________________________

AE Produced Program: AE Hosted Activity:
Meeting (Staff, DE, instructors) Meeting
Class/Program ____________________________ Class/Program ____________________
Other ____________________________ Other ______________________________

Date: _______________________________________________________________________

Setup Time: __________________________________________________________________

Start Time: __________________________________________________________________

End Time: ___________________________________________________________________

Vacate Time: __________________________________________________________________

Expected Attendance: __________________________________________________________

Brief Description of Function: __________________________________________________

Room Layout: AV:
Classroom Custom Lecture

          Tech support by special arrangement
          Laptop PC
          Laptop MAC
          DVD/Blu Ray Player
          Video conferencing

            Food and Beverage:

            All food and beverages must be arranged through
            UO Catering, by Academic Extension:
            http://catering.uoregon.edu/

Participants are responsible for leaving the classroom in the condition it was found.

Questions: Facility Manager, academicextension@uoregon.edu, 541-346-4231

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