**Barrett Classroom Reservation Form**  
**Summer 2018**

### EVENT INFORMATION

Conference Name: ____________________________  Conference ID #: ____________________________

Date of Event: ________________  
Start Time: ______ AM / PM  
End Time: ______ AM / PM

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*Rooms are reserved in 1 hour blocks with a minimum of 1 hour

### CONFERENCE INFORMATION

Coordinator Name: ____________________________  Phone: ____________________________

E-mail: ____________________________

### CLASSROOM REQUESTS: all reservations require at least 2 business days advanced notice to allow for scheduling.

- **Cereus 101**  
  *Maximum 28 people  
  *$27.50 hour/$220 day

- **Cereus 201**  
  *Maximum 29 people  
  *$27.50 hour/$220 day

- **Juniper 101**  
  *Maximum 26 people  
  *CLOSED

- **Juniper 201**  
  *Maximum 27 people  
  *CLOSED

- **Willow 112**  
  *Maximum 29 people  
  **CLOSED

- **Willow 212**  
  *Maximum 26 people  
  *CLOSED

- **Sage 141**  
  *Maximum 30 people  
  *$27.50 hour/$220 day

- **Sage 142**  
  *Maximum 28 people  
  *$27.50 hour/$220 day

- **Sage 242**  
  *Maximum 42 people  
  *$27.50 hour/$220 day

- **Sage 141**  
  *Maximum 30 people  
  *$27.50 hour/$220 day

- **Sage 242**  
  *Maximum 42 people  
  *$27.50 hour/$220 day

- **Refectory**  
  *Maximum 100 people  
  *$27.50 hour/$220 day

- **Honors Hall 123**  
  *Maximum 20 people  
  *$27.50 hour/$220 day

- **Honors Hall 131**  
  *Maximum 15 people  
  *$22.00 hour/$176 day

- **Cottonwood 101**  
  *Maximum 25 people  
  *$27.50 hour/$220 day

- **Cottonwood 103**  
  *Maximum 25 people  
  *$27.50 hour/$220 day

### PRE-EVENT PLANNING

* Please keep in mind that any **prep time or teardown time must be included in the reservation time**. The classroom doors will be unlocked only for the time listed above, so please plan accordingly.

*Trash and other personal items must be removed at the end of the reservation or a $25 clean up fee will be assessed to your conference

*This is a request and we cannot guarantee a specific classroom on the day of your event, prices may vary

*Cancellations must be made at least 24 hours in advance; cancelling after the deadline will result in being charged the full day cost of the room

I understand the terms and conditions listed above and would like to reserve a Barrett Classroom for my event.

_____________________________  ____________________________  ____________________________
Conference Coordinator (Print Name)  Signature  Date

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