

**Dr. David S. Chu International Student Centre
International and Graduate Affairs Building, Room 2N05
Reservation Request**

Return the completed form to:

chucentre@uwo.ca

Use of this room must comply with the usage expectation of the Chu family and Terms of Reference such that:

- The event has a certain formality and**
- There is an international component**

The person booking this room (Requestor) is responsible for ensuring that the room is left in a clean condition, all furniture is returned to its original layout and AV equipment is in proper working order. A Reservation Contract will be emailed to you if the reservation request is approved.

You will not be billed for use of the room, however your **speed code and account are required** in the event that custodial charges are incurred to clean the room, return furniture to its original layout or if any damage is caused.

Maximum room capacity is 56 (seated).

Requestor Name	
Department	
Email	
Phone	
Speed Code and Account	
Event Name/Subject	
Brief Description	
Date	
Start Time (see note *)	
End Time (see note *)	

***Note:** If you require the furniture layout to be different than the standard set-up, you are responsible for arranging the furniture prior to your event and returning it to the original layout after the event ends. In this case, please add approx. 30-60 minutes to the start and end time of your event, depending on the extent of the changes. If you are using catering services, ensure your end time allows for catering to clean up and remove dishes.

The standard room/furniture layout is available on the Chu Centre web page.