



Reservation Request Form

We are pleased that you are interested in the Health Education Center (HEC) as the venue for your event. Please read the detailed information on our website before printing and completing this form. Submit the completed form to the HEC Scheduling Center Coordinator via email to hec@samuelmerritt.edu.

All room inventory is held in reserve each term until University classes are booked. Reservations are filled on a first come, first served basis. We only accept reservation requests for dates within the current school term. Requests outside of that date range will be discarded, and you will have to resubmit your request at the appropriate time.

***We are currently accepting reservation requests for dates
between December 15, 2014 and April 30, 2015.***

Today's Date: _____

Company: _____

Contact Person: _____

Contact Phone: _____

Department: _____ Cost Center: _____

Contact Email: _____

Event Date(s): _____ Expected # of Guests: _____

Event Name: _____

Event Start Time: _____ AM PM Event End Time: _____ AM PM

Room Requested: _____ Room Configuration: _____

Catering Company: _____

AV Services Requested: _____

Miscellaneous: _____

Booking # (For Office Use Only): _____

Updated December 2014