

ROOM/VENUE BOOKING ENQUIRY

(This form is not for paper-related teaching or timetable activity)

Date Requested:	Requested by:
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Turitea	
Building & Room Preferred:	
Date(s):	
Day	
Start Times:	
Finish Times:	
Capacity Required:	
Details/Reason: <i>(e.g. Staff Meeting)</i>	
Contact Person:	
Extension Number:	
Are you making this booking on behalf of an external party?	

EQUIPMENT REQUIRED:

Data Projector	
PC	
Laptop Connection	
OHP	
Document Camera	
Whiteboard <i>(how many)</i>	
Movable Furniture	
Other?	

Additional Information:	
PR or GL Number:	

Please return to: PNRoombookings@massey.ac.nz