

LeMoyne-Owen College
807 Walker Avenue
Memphis, Tennessee
901-435-1000

ROOM RESERVATION
Complete and return to addie.harvey@loc.edu

Name of Organization:

Address:

Contact Person:

E-Mail:

Phone:

Type of Facility: () Room () Lounge () Little Theater

Building:

Room (s) Numbers:

Lounge Name:

Date (s):

Times:

Purpose:

Set Up:

Requested By:

Date:

Approved/Disapproved By:

Date:

IT IS RECOMMENDED THAT YOU CHECK WITH MAINTENANCE 24 HOURS BEFORE YOUR MEETING / ACTIVITY TO MAKE SURE THAT YOUR SET UP IS DONE.