PALOMAR COLLEGE
Learning for Success

SAN MARCOS Campus
Room Reservation Request Form

FINANCE AND ADMINISTRATIVE SERVICES
1140 West Mission Road, San Marcos, CA 92069-1487
Phone: (760) 744-1150 Extension 3450
Fax: (760) 761-3562
Email: EventsScheduler@Palomar.edu

Please send completed form to Events Scheduler.

ADMINISTRATIVE OFFICE USE ONLY:

Date Entered in PeopleSoft: _____

Date Entered in MS Outlook: _____

Event ID #: _____

REGULARLY SCHEDULED CLASSES TAKE PRECEDENCE OVER EVENTS AND MEETINGS.

Date: _____

Contact Name: _____

Phone/Extension: _____

Email: _____

PLEASE TYPE OR PRINT CLEARLY, CONFIRMATION WILL BE EMAILED TO YOUR ATTENTION.

Day & Date Required	Room(s) Requested	Department	Time Begin/End	# of Attendees	Name of Event or Type of Event