



THE UNIVERSITY OF  
**CHICAGO**

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**KENNETH C. GRIFFIN  
DEPARTMENT OF ECONOMICS**

## Room Request Form

Your Name

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Email

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Department / Organization - Please indicate if RSO

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Date Needed

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Time Needed - If seeking general availability, please list your preferred times.

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Capacity Needed

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Room Number - Leave blank if unknown.

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Room Feature Requests - A/V, lecture, conference, etc.

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Event Description - Please include title of your event.

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Please email completed form to [kpart@uchicago.edu](mailto:kpart@uchicago.edu). If you have any questions, please call Kayla Partacz at 773-834-5240.