



THE UNIVERSITY OF
CHICAGO

KENNETH C. GRIFFIN
DEPARTMENT OF ECONOMICS

Room Request Form

Your Name

Email

Department / Organization - Please indicate if RSO

Date Needed

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

Capacity Needed

Room Number - Leave blank if unknown.

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

Event Description - Please include title of your event.

Please email completed form to kwierzbicki@uchicago.edu. If you have any questions, please call Kayla Wierzbicki at 773-834-5240.