Department Request Form for Event Space

At The 3rd Floor Worcester DC



Worcester Dining Commons Meeting Rooms - Permanent set rooms (room set up cannot be altered)

Once you have completed the form please email to The Event Sales office at CCEVENTS@UMASS.EDU

**There is no Food or Beverages allowed in these spaces**

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| --- | --- |
| 325 | Conference Set for 8 |
| 333 | Hollow Box for 20 |
| 335 | Double Horseshoe for 20 |
| 339 | Hollow Box for 20 |
| 341 | Double Horseshoe for 20 |
| 343 | Hollow Box for 20 |
| 345 | Conference for 12 and (2) 4 person double blocks |
| 347 | Conference for 8 |
| 349 | Conference for 8 |
| 351 | Conference for 8 |

Name of Event:

Contact Person:

Sponsoring Department/Organization:

Speed Type:

Date of the event: (if you need multiple dates for same event please list them all on one form)

Number of attendees:

Time of the event:

Requested Location:

A/V: In these rooms there is a screen or monitor you would hook your Laptop directly into (cords are provided) There is no AV assistance available in these rooms.