



CSU Bakersfield

Student Affairs

Student Health Services

Mail Stop: 28 HC
9001 Stockdale Highway
Bakersfield, California 93311-1022

(661) 654-2394
(661) 654-3301 FAX
www.csub.edu/healthcenter

Conference Room Request Form

- Please complete this form to request a reservation for the Student Health Services conference room. Submit completed form to jallred2@csub.edu.
- Submit this form at least two weeks prior to the preferred reservation date. Last minute reservations may not be available.
- The conference room is available Monday-Friday between the hours of 8:00am-5:00pm and holds a maximum of 45 people.

Name:	Department:
Email:	Phone:
Event Title:	# of People Attending:

Preferred Date:	Preferred Timeframe: (please include length of time requesting)
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*Please note that your request is not confirmed until you receive a confirmation email.

There is no charge to use the conference room, but failure to return the room to the original state will result in a cleaning fee of \$50.00. Requests submitted without chartfields will not be scheduled.

Fund	Department	Account	Program	Project	Class	Business Unit

(Account will only be charged the \$50.00 fee if the room is not returned to the original state.)

For Office Use:

Confirmed

Unavailable

Signature _____