

Communications Lab Room Request Form

Molloy College
Communications Department
Attn: Nicole Stevens – Communications Lab Instructor
Email: nstevens@molloy.edu
Phone: 516.323.3251

Event Title & Description:

Date/Time Requested:

of Students:

Purpose/Reason for requesting Communications Lab:

Department:

Contact:

Extension #:

Email:

Please be advised, Molloy College and the Communications Department does not guarantee use of the room as courses and lab hours take priority.

If the Director of Media Facilities or COM Lab Instructor is unable to supervise the event, the department wishing to utilize the room must pay for a qualified supervisor, approved by the chairperson of the Communications Department. If no one is able to monitor the room, the event will not be able to be held.

COMMUNICATIONS DEPARTMENT ONLY:

Signature (Chairperson) _____ Date _____

Signature (Director/Lab Instructor) _____ Date _____