



San José State  
UNIVERSITY

## COUNSELING SERVICES

### *CALENDAR REQUEST FORM FOR ADMIN 269 COUNSELING SERVICES' CONFERENCE ROOM*

Requested by \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_

Initials \_\_\_\_\_

Contact Person \_\_\_\_\_

Tel \_\_\_\_\_ Semester/Yr \_\_\_\_\_

Start Date(s)	End Date(s)	Time	Title

Entered by \_\_\_\_\_

Date \_\_\_\_\_

Please call us at 924-5910 and let us know in advance if you want to cancel your reservation. Rarely, Counseling Services may need to cancel a reservation, if that happens, someone from our office will inform the contact person listed on the form.