

# Cook Hall Reservations

Rooms 124, 212, 305, 308

For Illinois State University School of Music Students

Cook Hall monitors are on duty Sunday through Thursday from 6-10pm to assist you with getting into your reserved room. If you have requested a room outside of these times you are responsible for finding someone to let you in and for locking the door when you are finished.

**Please report any problems to Peggy DeHaven at (309) 438-3839 or pldehav@ilstu.edu.**

NAME of  
EVENT \_\_\_\_\_

Date/ time Requested

Date	Day of Week	Time (AM/PM)	Room
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Day of week/ time for entire semester:

\_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Signature \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_ Signature \_\_\_\_\_

NOTE\* Faculty members have priority on room reservations. Although it rarely happens they can take a room at any time even if it has been reserved by a student group. In the event that this occurs you will be contacted and we will try to accommodate you as best as we possibly can.