UC RIVERSIDE
LAKEHOUSE
AT BIG BEAR

Reservation Form

The Scheduling coordinator will send you an email upon approval. Once reservation form is accepted, all paperwork must be completed within 5 days. Failure to complete required paperwork within 5 days will result in an automatic cancellation and dates reopened to other groups. Reservation is NOT confirmed until rental agreement paperwork is completed and deposit has been paid.

Description of event (Be specific)

Today's date | Day and date requesting

Type of function

Total Expected Attendance (Not to exceed 16) | UCR Students | Non-Students

Requesting Student Organization/ Department | Email Address

Address | Phone

Print Name | Signature (Must be organization president)

_____ Approved _____ Not Approved (See comments)

Scheduling Coordinator- Rose (951) 827-4470

UCR | Recreation