



Duke Divinity School

Request for classroom space to be added to DDS calendar

Today's date _____

Name of requestor _____

Phone number of requestor _____

Email address of requestor _____

Name of Contact person (if different from requestor) _____

Phone number of contact person _____

Email address of contact person _____

Name of event _____

Date and time of event

Number of people _____

If a specific space is being requested, please list _____

Please specify any special requirements i.e technology ready classroom or seminar-type seating _____

This request may be sent to Diane Decker via email [ddecke@div.duke.edu](mailto:ddecker@div.duke.edu)