



## INITIAL REQUEST TO USE THE MEDITATION ROOM FORM

The Meditation Room is not available for meetings, exercise sessions, discussion groups, or purposes other than contemplative practice and interior learning. To learn about the Meditation Room and its primary uses, please visit this web page: [redlands.edu/meditationroom](http://redlands.edu/meditationroom).

To begin the process, please submit this initial request to use the meditation room form no fewer than four weeks prior to the proposed event/class.

Once completed, please forward the form to the Meditation Room Contemplative Faculty Advisory Committee at [meditation\\_room@redlands.edu](mailto:meditation_room@redlands.edu). The Contemplative Studies Advisory Committee, comprised of faculty members who teach in the Meditation Room, will review your request. We can generally render a decision within 5-10 working days.

**\*\*IF ADDITIONAL INFORMATION IS REQUIRED TO MAKE A DECISION, YOU WILL BE NOTIFIED.**

Requester Name

Phone Number

E-mail Address

Student Organization (if applicable)

Advisor (if applicable)

Advisor's E-mail Address (if applicable)

Event/Class Title

Description of the Event/Class

No. of Expected Attendees

Is this event/class open to the community?

Event/Class Date

Event/Class Start Time

Event/Class End time

Primary Event/Class Contact Name  
(If different from above)

Primary Event/Class Contact Phone Number

Primary Event/Class Contact E-mail Address