

Reserving Room 206 in Furnas Hall

Reservations for room 206 in Furnas Hall will now be made through email **only**. Please see the link below to view current bookings for this room:

<http://www.cbe.buffalo.edu/about/CBE206FurnasCalendar.php>

and send a message to cbe-roomreserve@buffalo.edu if you wish to make a reservation and the room is currently available. Specify date needed, start and end times, a phone #, and the title of the reservation.

Reservations are on a first come, first served basis using the date and time of your email, and once you have submitted your request, we will respond within one business day.

Should you need to cancel or change a reservation, please do so at your earliest convenience so that the room may be made available to others.

If food and/or beverages are brought in please check to make sure the room is straightened up and all trash is thrown out and moved to the hallway before leaving. Failure to leave the room in the condition it was found in may result in denial of privileges in the future.

If there are any concerns about the condition of the room, please contact us immediately at 645-2909.