

ROOM REQUEST FORM

To Staff and others scheduling rooms:

Please fill out the Room Request Form as completely as possible and return to the secretary's inbox. If there is a conflict, you will be notified.

TODAY'S DATE: _____

PERSON MAKING REQUEST: _____

PHONE NUMBER: _____

ROOM REQUESTED: _____

EVENT: _____

DATE OR DATES REQUESTED: _____ TIME: _____

Specific dates if not scheduled regularly _____

For Room Scheduling Purposes:

*TIME NEEDED TO SET-UP: _____ TIME NEEDED TO TEAR-DOWN: _____

Do you need keys? _____ (If so, please arrange to pick one up.)

Room Set-up Requested:

Number chairs _____ Number tables _____ Other (specify) _____

Please notify the office of any change in your event. If the event is cancelled, please notify as soon as possible.---Thank you.

Document Date: September 2, 2009