

## Conference Room Request Form

Tenant Company: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Position: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) Requested (Only 3 consecutive days at a time): \_\_\_\_\_

Which Conference Room? (Please Bold):            Conference Room I (Seats 94)

-or-

Conference Room II (Seats 16)

Meeting Time (Conference rooms available 8am-5pm): Start: \_\_\_\_\_ Finish: \_\_\_\_\_

When will you come to set up?: \_\_\_\_\_

Type of Event: \_\_\_\_\_

# of people: \_\_\_\_\_

What A/V equipment needed?: \_\_\_\_\_

Do you plan on having food catered? (Please Bold): Breakfast    Lunch    Snacks

\*Please keep in mind:

- ❖ No permanent markers allowed in conference rooms.
- ❖ You are responsible for setting up the rooms as needed.
- ❖ If you are using the catering kitchen you must remove all items at the end of your meeting. The cleaning crew will throw out anything left in the refrigerator EACH night.
- ❖ You must leave the room in good condition in its original set up and sign out after use.

\*\*\*Once this form is submitted you will receive a confirmation or decline of your request via email. Reservations are not guaranteed until confirmation is received.

