

CONFERENCE ROOM REQUEST FORM

Date Needed: _____

Organization: _____

Time: _____ until _____

Contact Person: _____

Number of Attendees: _____

Telephone number: _____

Name of Event: _____

Suite# (Please mark the suites you will be using)

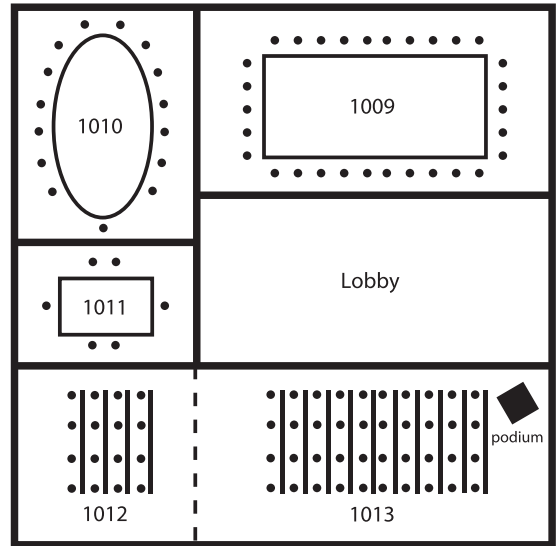
_____ Suite 1009 - Large Board Room
Accommodates up to 32 people

_____ Suite 1010 - Small Board Room
Accommodates 10-16 people

_____ Suite 1011 - Small Meeting Room
Accommodates 4-6 people

_____ Suite 1012 - Large Meeting Room
Accommodates 10-20 people

_____ Suite 1013 - Large Meeting Room
Accommodates 20-40 people



Room Set-Up for Suite 1012/1013 ONLY

_____ Theatre Style - max. 80 people (set-up fee required)

_____ Dining Style - max. 75 people (set-up fee required)

_____ Classroom Style - max. 60 people (standard set-up)

_____ Registration Table

_____ Other: _____

Special Requirements (CHARGES MAY APPLY)

_____ Coffee Service: _____ Regular _____ Decaf
(Available for Groups of 25 or less only) (Enter total number of pots requested for each)

_____ PA System/Podium

_____ A/V Equipment: _____ TV/VCR/DVD (Combo Unit) _____ Projector _____ Flip Chart

_____ Other: _____

NOTE: Please do not Hang/Stick/Tape/Velcro any type of sign within this building (including elevators) Thank You!

Name: _____ Date: _____

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Office Use only

Received: _____ Charges Billed: \$ _____ Date: _____

Confirmed: _____ Balance Paid: \$ _____ Date: _____