

# Room Reservation Form

Today's date \_\_\_\_\_

Requesting group \_\_\_\_\_

Contact person (Responsible) \_\_\_\_\_ Phone \_\_\_\_\_

Type of activity \_\_\_\_\_ E-mail \_\_\_\_\_

Approximate number of participants \_\_\_\_\_

Date needed \_\_\_\_\_ Day of week \_\_\_\_\_

Event begins \_\_\_\_\_ AM/PM Event ends \_\_\_\_\_ AM/PM

Time needed to set up \_\_\_\_\_ AM/PM Time ending after clean up \_\_\_\_\_ AM/PM

Please indicate your first and second choice for the facility. We are not always able to reserve your first choice, and occasionally we will need to move your event to another facility. We will notify you immediately should this occur.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Church             | <input type="checkbox"/> School Cafeteria | <input type="checkbox"/> CLC Foyer                       |
| <input type="checkbox"/> Administrative D/R | <input type="checkbox"/> School Library   | <input type="checkbox"/> CLC Kitchen                     |
| <input type="checkbox"/> Other              | <input type="checkbox"/> School Spanish   | <input type="checkbox"/> CLC Conf 1 (Audiovisual System) |
| _____                                       | <input type="checkbox"/> Other            | <input type="checkbox"/> CLC Conf 2                      |
|   | _____                                     | <input type="checkbox"/> CLC Gym                         |

By completing this form, you agree to be responsible for the facility you are requesting. All doors must be locked upon leaving. ***The facility must be returned to its original condition.***

Please draw a diagram below for setting up the facility.

- \_\_\_\_\_ # Tables needed(Round/Rectangle)
- \_\_\_\_\_ (30 6' Round Seats 8; or 12 8' Rectangle Seats 8)
- \_\_\_\_\_ # Chairs needed
- \_\_\_\_\_ Classroom setup
- \_\_\_\_\_ Auditorium setup
- \_\_\_\_\_ U-shape setup
- \_\_\_\_\_ Open square setup
- \_\_\_\_\_ Head table
- \_\_\_\_\_ Podium
- \_\_\_\_\_ Piano
- \_\_\_\_\_ PA system
- \_\_\_\_\_ Audiovisual. Please specify
- \_\_\_\_\_ Table Clothes - Circle: Cloth or Plastic
- \_\_\_\_\_ Other. Please specify
- \_\_\_\_\_

***Office Use Only***

Access to building by \_\_\_ Staff \_\_\_ Requestor \_\_\_\_\_