

Conference Center Reservation Form
Conference Center Hours- 8am-5pm
(2) BUSINESS DAY CANCELLATION POLICY

Title of Meeting:

Onsite contact & Phone number:

COST CENTER:

Date & Time:

Setup Time:

Number of attendees for the meeting:

- Will attendees be coming from outside the building (using visitor parking)?
- How many? (15 Maximum)

Room:

Type of set up:

- Classroom
- Boardroom/Conference-
- U-shape-
- Auditorium
- Rounds- Max of (8) people per round

Equipment (please specify below):

- Projector
- Our laptop-
- Microphones (lapel / handheld)-
- Polycom (teleconferencing)-
- Standing Podium-
- Dry erase board / markers -
- Flipchart (\$ 15.00 fee)-

Cater information:

Will you be requesting our beverage service?