**CONTACT INFORMATION**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mailbox:\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**EVENT INFORMATION**

Room Request: 1st Choice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd Choice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of people \_\_\_\_\_\_\_\_\_\_\_\_\_ Description of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days of week: \_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Start Date \_\_\_\_\_\_\_\_\_\_\_ End Date \_\_\_\_\_\_\_\_\_\_\_

MON TUE WED THUR FRI SAT SUN

\*\***EVENT TIME**

SET UP From: \_\_\_\_\_\_\_\_\_\_ AM PM To: \_\_\_\_\_\_\_\_\_\_ AM PM

ACTIVITY From: \_\_\_\_\_\_\_\_\_\_ AM PM To: \_\_\_\_\_\_\_\_\_\_ AM PM

CLEAN UP From: \_\_\_\_\_\_\_\_\_\_ AM PM To: \_\_\_\_\_\_\_\_\_\_ AM PM

\*\*If you require earlier or later use of room, you must schedule with the activity office for availability. Please respect events prior to or after your event for space and time.

**\*\*\*EQUIPMENT NEEDED**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*If Audio Visual is requested other than a microphone you will need to fill in an AV Form and submit it with this request.

**All Event Requests must meet the following conditions**:

* Rooms must be left in the original clean conditions.
* Trash must be collected, removed, and taken to the trash dumpsters.
* Kitchen linen is to be laundered and returned to the room/activity office by 10am the next business day after the event.
* Any damage must be immediately reported to Security and the Activity Director.
* Failure to meet the above conditions may result in the loss of future room event requests.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature** **Date**

Date and time received by the Activity Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp date above write in time above

Activity Director Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date we put copy of approved room request and room checklist form in Mailbox \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_