

Date of Event _____

(for use in filing your request)

Room Request Form

Contact Person: _____

Phone (h): _____ Phone (w): _____

Description of Event: _____

Day & Date: _____

Time of Event: _____ Number People: _____

Room(s) Reserved: _____

Setup Needed By (day & time): _____

Note: Setup needs will be completed as other scheduled events and activities allow.

Accessories Needed in the Room (✓ which ones are needed)

- Projector / Large Screen Easel / Newsprint / Markers Podium
- Name Tags / Pens TV / DVD Coffee

Use space below to draw a diagram of how you would like the room (chairs, tables, etc.) to be arranged. Call 952-920-0595 if you have any further questions or needs.

Instructions
