



# Meeting Room Request

Organization: \_\_\_\_\_

Meeting/Event: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number Attending: \_\_\_\_\_

- Room(s):
- 106 Small                       110 Small                       143 Medium
  - 169 Medium                       170 Interview                       171 Interview
  - Training A (has AV)                       Training B                       Lobby (after hours only)

### Special Requests:

- LCD Projector for Training B                       Conference Phone

### Heating/Air Conditioning:

HVAC is provided in the building Monday through Friday from 8:00 am – 8:00 pm and on Saturdays from 8:00 am – noon. **HVAC can be provided outside of these times for \$75/hour.**

- HVAC needed                      From: \_\_\_\_\_                      To: \_\_\_\_\_

### Door Schedules:

Lobby doors are unlocked Monday – Thursday 8 am – 8 pm and Friday 8 am – 5 pm. Mail room door is unlocked Monday – Friday 8 am – 5 pm. Doors can be unlocked upon request to accommodate after hours meetings. **If your meeting is cancelled you must let Cheri know so the building can be secured.**

- Unlock **Lobby Doors**                      From: \_\_\_\_\_                      To: \_\_\_\_\_
- Unlock **Mail Room Door**                      From: \_\_\_\_\_                      To: \_\_\_\_\_

### Other Requests:

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_