



Today's Date: _____ **Facility Reservation Request**

Please reserve the following facility(ies) for date(s) and time(s) indicated. Thank you.

Requesting group/organization: _____

Responsible Contact:

Name: _____

Address, Zip: _____

Telephone: _____

Name of type of function or event: _____

Facility(ies) requested [please be specific]:

1st Choice: _____

2nd Choice: _____

Date(s) Requested [please be specific]:

1st Choice: _____

2nd Choice: _____

Time(s) requested [include setup/clean up times separately]:

1st Choice: _____

2nd Choice: _____

(Can take two to three days to approve)

Approved by: _____

When you're requesting one of Rooms you responsible for total cleaning and please do not leave garbage. Especially on the Weekends, thank you Administration.