



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]:

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Date(s) Requested [please be specific]:

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

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

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> 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.