

**THE OFFICES @ EL JEBEL**

Phone: (303) 455.3470 Fax: (303) 458.8849

**MEETING ROOM REQUEST FORM**

\*Completion of this form does not insure room availability or event approval. Today's Date: \_\_\_\_\_

\*Does this group have an Appointment? (*Office Staff Only*) Date: \_\_\_\_\_ Time: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

(Check one)  Weekly  Twice Weekly  Every Other Week  Monthly

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Org./Unit: \_\_\_\_\_ (\*No Abbreviations *PLEASE*)

Title of Meeting: \_\_\_\_\_ Estimated Number of People: \_\_\_\_\_

**If WEEKLY Meeting:** Day of Week: \_\_\_\_\_ Possible Alternate Day of Week: \_\_\_\_\_

Date (Beginning): \_\_\_\_\_ Date (End): \_\_\_\_\_

**All Others:** List specific dates: \_\_\_\_\_

We offer meeting times of 1 hour & 1 1/2 hours during designated time slots. Only the designated time slots listed below are available for meetings.

**1 Hour Meeting.** Please check one of the following boxes below.

5pm - 6pm  6:00pm - 7:00pm  7:00pm - 8:00pm  8:00pm - 9:00pm

**1 1/2 Hour Meeting.** Please check one of the following boxes below.

5pm - 6:30pm  6:30pm - 8:00pm  8:00pm - 9:30pm

For meeting times that end prior to 5pm:

From: \_\_\_\_\_ (am/pm) To: \_\_\_\_\_ (am/pm)

AV Equipment Requested? Yes No

List Specific Needs \_\_\_\_\_

Other Information: \_\_\_\_\_

Room needed for function: \_\_\_\_\_

(i.e. Florence – Auditorium etc.)

- Rooms will be **ASSIGNED** by the Business Office according to the meeting's approximate number of participants and intended use.
- Pre-determined room set-ups **will NOT be altered for reoccurring Meeting reservations.**
- Failure to use a scheduled room, without prior notification to the Business Office, may result in loss of scheduling privileges. **PLEASE REVIEW CONFIRMATIONS AND CANCEL ANY MEETINGS SCHEDULED THAT YOU DO NOT NEED BY CALLING 303.455.3470.**

