



SRC Room Reservation Request

Today's Date: _____

Name of Organization: _____

Contact Person: _____

Phone Number: _____ Email Address: _____

Program/Meeting Title: _____

Description: _____

Meeting Date: _____ Is this meeting recurring? _____

Meeting Start and End Time (including set up and take down): _____

Estimated number of people attending: _____ Is this meeting: Invite only Open

Will there be elected officials? Yes No Will there be media? Yes No

****You will be responsible to set up the room up the way you would like it, we just ask that you put it back the way it was.**

Will you require any of the following Equipment? Yes No

Easel (you supply paper)

Whiteboard

A/V Equipment: TV w/HDMI Cable WiFi

****Please note that we do not have IT Support. I strongly advise you to give yourself extra time before your meeting to make sure everything works properly.**

Will you require Kitchen Access? Yes No

****We have a 12-cup coffee pot or 30 cup percolator (you provide the coffee and supplies)**

Is there anything else we should know?

