



## Conference Room Reservation Request Form:

Please fill in the information below to request the reservation of a conference room.

### INFORMATION ABOUT YOUR ORGANIZATION:

\*Organization or Group: \_\_\_\_\_

\*What is the primary nature of your organization?

☐ Biotechnology company

☐ non-profit entity

☐ WFBMC group

☐ Other: \_\_\_\_\_

☐ Local social service or community service group

### CONTACT INFORMATION:

\*First Name

\*Last Name

\_\_\_\_\_

\_\_\_\_\_

\*Email Address

\*Phone Number

\_\_\_\_\_

\_\_\_\_\_

### MEETING INFORMATION:

\*Which room(s) would you like to reserve?

☐ 150

☐ 154

☐ 251

☐ 151 (Auditorium)

☐ 155A

☐ 351

☐ 152

☐ 155B

☐ Atrium

☐ 153A

☐ 156

☐ 153B

☐ 158

\*Date(s)

\*Start Time

\*End Time

\* No. of Attendees

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Instructions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*indicates a required field.*

Please return this information to:

Jennifer Chan-Huang  
Cassidy Turley Commercial Real Estate  
575 N Patterson Ave, Ste 130  
[Jennifer.chan-huang@cassidyturley.com](mailto:Jennifer.chan-huang@cassidyturley.com)  
336.331.3217 (fax)