

Conference Room Reservation Form

To reserve a conference room, please call A S C at 364-1339 to see if room is available. Then complete this form and send it to A S C to confirm the room in writing.

Name of group requesting conference room: _____

Contact person: _____ Phone number: _____

Conference room(s) requested: _____

Date of meeting: _____ Number attending: _____ Time: _____ to _____

Room arrangement. (Draw or describe). This section must be completed.

Signature: _____ Date: _____

Groups using the conference rooms must provide their own refreshments. A coffee pot is available upon request.

If you have any questions concerning the use of the room(s), please contact A S C at 364-1339.

Conference Room Cancellation

Should you need to cancel usage of the room, please call 364-1339 immediately, and fill out the form below and return to A S C as soon as possible.

Conference room(s) to be cancelled: _____

Day: _____ Date: _____ Signature: _____

