

## Request For Use Form

Date Submitted: \_\_\_\_\_ By: \_\_\_\_\_

Event Date: From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reserve Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Event Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Event: \_\_\_\_\_

Resources: \_\_\_\_\_

# of Expected Guests (Req): \_\_\_\_\_

Tables Set Up? (Req): \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Chairs Set Up? (Req): \_\_\_\_\_

Audio/Visual System (Req): \_\_\_\_\_

Kitchen Needed: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Comments/Other Instructions: \_\_\_\_\_

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Date Rec'd by Office Manager: \_\_\_\_\_