CONFERENCE ROOM RESERVATION

Reservation Instructions

1. Reservation forms are available at City Hall or Hall of Records Security Desk.
2. Reservation forms must be filled out completely and submitted 24 hours in advance.
3. Reservation forms must be faxed to 789-0294.
4. Reservation confirmation shall be issued via phone or fax.
5. All Departments or Organizations are responsible for set-up, break-down and clean up of G-2 Hearing Rm. or G-4 Conf. Rm / Staff Lounge.

RESERVATION INFORMATION

Current Date: ______________________________________

Applicant Name: ____________________________________

Dept. / Organization: ________________________________

Telephone: ________________________________________

Fax Number: ______________________________________

Purpose / Activity: __________________________________

Signature: _________________________________________

Requesting Permission to Use
Check box for room choice

G2 - Hearing Rm: □
Occupancy - 200

G4 - Conference Rm. and Staff Lounge: □
Occupancy - 40

Office use only

□ Reservation Confirmed
□ Not Available

Date: ___________________________

approximate number of people attending: _________

Date Requested: _________________________

Time Requested: From: _____________ To: __________

□