

# 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: \_\_\_\_\_