<u>THE OFFICES @ EL JEBEL</u> Phone: (303) 455.3470 Fax: (303) 458.8849

MEETING ROOM REQUEST FORM

Completion of this form does				
*Does this group have an Appointment? (Office Staff Only) Date:		Time: Staff Initials:		
(Check one) Weekly	☐ Twice Weekly	□ Every Other W	eek □ Monthly	
Contact Name:	tact Name:Phone:			
Email Address:				
Org./Unit:				
Title of Meeting:		Estimated Number of People:		
If WEEKLY Meeting: Day of Week:		Possible Alternate Day of Week:		
		Date (End):		
All Others: List specific dates:				
			_	
We offer meeting times of $\frac{1 \text{ hour}}{2 \text{ hours}}$ during designated time slots. Only the designated time				
slots listed below are available for meetings.				
1 Hour Meeting . Please check one of the following boxes below.				
- F () - () O F ()	7.00	- 0.00		
□ 5pm - 6pm □ 6:00pm - 7:00	Jpm 7:00pm - 8:00p:	m ⊔ 8:00pm - 9:00pr	n	
1 ½ Hour Meeting. Please check one of the following boxes below.				
□ 5pm – 6:30pm □ 6:30pm – 8:00pm □ 8:00pm – 9:30pm				
For meeting times that end prio	r to 5pm:			
From: (am/pm) T	o: (am/pm))		
AV Equipment Requested? Yes No				
List Specific Needs				
Other Information:				
Room needed for function:				
(i.e. Florence – Auditorium etc.)				

- Rooms will be ASSIGNED by the Business Office according to the meeting's approximate number of participants and intended use.
- Pre-determined room set-ups will NOT be altered for reoccurring Meeting reservations.
- Failure to use a scheduled room, without prior notification to the Business Office, may result in loss of scheduling privileges. PLEASE REVIEW CONFIRMATIONS AND CANCEL ANY MEETINGS SCHEDULED THAT YOU DO NOT NEED BY CALLING 303.455.3470.

Meeting Room Set-Up Form

Room Set-Up:		
Classroom (with tables)	☐ Theater (chairs only)	Square
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U-Shaped	Rounds	Fishbone
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Notes: Because the demand on room use varies from the time of reservation to the time of the event, we often must shift room assignments. We urge you **not** to publicize the room name or number, but rather to print on your publicity "Please check Event Assignments for Room."

Please return Meeting Room Request Form to the Receptionist in the Business Office.