

ROOM REQUISITION

Please complete this form and **draw** a floor plan. Please give completed form to Sue-Ellen Pennington. So that we can work with you most effectively, please submit this form at least two (2) weeks prior to your requested date.

<p>Committee/Arm _____</p> <p>Activity _____</p> <p>Your Name _____</p> <p>Telephone # _____</p> <p>Today's Date _____</p> <p>Program Date _____, OR</p> <p>this is a repeating event. This exact same setup applies to the following dates:</p> <p>_____</p> <p>Time you wish to set up event _____</p> <p>Room(s) Requested _____</p> <p>Event Time: From _____ To _____</p> <p>Number of People Expected _____</p> <p>Equipment Needed: _____ Microphones</p> <p>_____ Easel _____ Garbage Cans _____ Round Tables</p> <p>_____ Chairs _____ Long Tables _____ Podium</p> <p>Other/special instructions for custodial staff (please specify):</p> <p>_____</p>	<p>Coffee set-up fee: \$15 per meeting for 30 people.</p> <p>This includes: coffee, tea, cups, stirrers, sweetener, napkins, 6 inch plates (forks and spoons are available upon request).</p> <p style="text-align: center;"><u>YOU MUST SUPPLY YOUR OWN MILK!</u></p> <p>Initial coffee set up fee for thirty (30) is \$15 = _____</p> <p>Additional coffee for ten (10) or less people is \$5 = _____</p> <p>Total Fee Due _____</p> <p>(Please leave payment in Sue-Ellen Pennington's mailbox)</p> <p>Payment received _____</p> <hr/> <p>Approved: _____ Date: _____</p>
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PLEASE DRAW FLOOR DIAGRAM IN THE SPACE BELOW