

ROOM RESERVATION FORM

Date & Time of F	unction: Day of the V	Veek: Date:	Time (from-to):
Group/Club Nam Mark Room(s) N		Contact Person:	Phone #:
` ,	☐ Social Hall	☐ Classroom #	☐ Double Classroom
☐ Kitchen	☐ Youth Lounge		Other:
☐ Kitchen		☐ All Purpose Room	
□ Kludush Koom	L. Orounds	□ All Fulpose Room	□ Key picked up
Set Up Required			Number of Chairs: Number of Chairs:
	s □ closed □ open		
Comments:			
Kitchen clea Custodian(s All garbage	an up is the group/clu) will set up and break and trash must be bag	b responsibility down tables and chairs only. ged for the custodian to remo	
Date of Request: _		Number of Attendees:	
Signature of persor	for opening/locking within the organizat	the building (if applicable):	aper goods

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ITEMS NEEDED FOR

EVENT TIME PAPER GOODS NEEDED TABLE CLOTHS PLATES 9"
PAPER GOODS NEEDED TABLE CLOTHS PLATES
PAPER GOODS NEEDED TABLE CLOTHS PLATES
TABLE CLOTHS PLATES
PLATES
6"
CUPS HOT
9 OZ
2 OZ
FLATWARE
FORKS KNIVES SPOONS
NAPKINS
other