



ROOM RESERVATION FORM

Date & Time of Function: Day of the Week:

Comments: _____

Notes: Coffee/tea set-up _____ Regular coffee only, done by the group/club reserving the room _____

*****Kitchen clean up is the group's/club's/ responsibility.**

Custodian will set up and break down tables and chairs only.

All garbage and trash must be bagged for the custodian to remove.

If custodian is needed after regular hours, \$25.00 per hour will be charged.

Number of Attendees Expected: _____

Who is responsible for opening/locking the building (if applicable): _____

Signature of person within the group/club responsible for function: _____

IF PAPER GOODS ARE NEEDED, PLEASE FILL OUT THE FORM ON THE BACK

ROOM RESERVATION FORM

Items Needed For:

Date: _____

Event: _____

Time: _____

Paper Goods Needed

Tablecloths: _____

Plates: 9" _____

 6" _____

Cups: Hot: 9 oz _____

 Cold: 9 oz _____

 2 oz _____

Flatware: Forks _____

 Knives _____

 Spoons _____

Napkins: _____

Other: _____