

Conference Room Setup Form – Environmental Services

Requested By: Please Print	Your Department:	Your phone ext and/or e-mail:

Date Required:

Start time of Event:

End Time of Event:

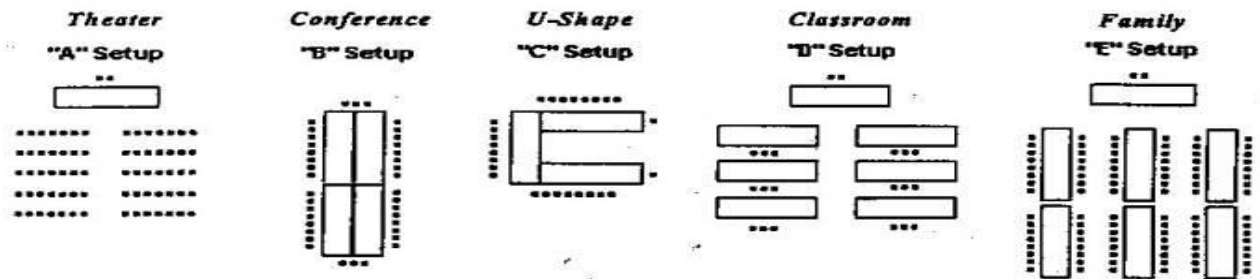
***Ensure that you allow enough time in your booking for setup and take down of the room.**

Conference Room:

Number of People attending:

Number of tables required:

Please select one of the setup options listed below for your meeting:



Note:

Chrysler conference Room; 80 chairs and 14 tables available

Brown Auditorium; 100 chairs and 20 tables available

If you require additional seating you will have to make arrangements through PPCD to have additional chairs and/or tables brought in at your expense.

Always book the conference room in the Outlook Calendar, this will ensure the room is available and that your time is reserved for your meeting.

Environmental Services does not manage or own the equipment in the conference rooms.