

## COMMUNITY RESOURCES ROOM REQUEST FORM

Date of Event: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Start Time: _____ End Time: _____	
Contact Name: _____ Apartment: _____	Telephone: _____ E-Mail Address: _____
Function Name/Description: _____	Room Type/Name of Room Requested: _____  <div style="color: red; font-weight: bold;">To Request The Gallery, Conference Center or CTS 216 you MUST call Catering at 443-297-3250.</div>
Event Re-Occurrence: _____	Specific Set-Up Requested: <input type="checkbox"/> Y <input type="checkbox"/> N  <div style="font-weight: bold; text-decoration: underline;">Please Specify Requirements Below</div>

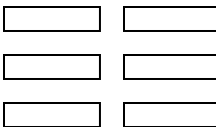
**Furniture: \*\*** Please note that there is a fee for any color other than white.

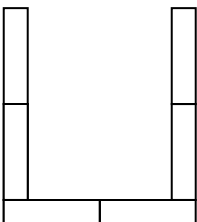
- ☐ Arm Chair(s) # \_\_\_\_\_
- ☐ Armless Chair(s) # \_\_\_\_\_
- ☐ 6 ft. Table(s) # \_\_\_\_\_
- ☐ 8 ft. Table(s) # \_\_\_\_\_
- ☐ Round Table(s) # \_\_\_\_\_
- ☐ Card Table(s) # \_\_\_\_\_
- ☐ Trash Can(s) # \_\_\_\_\_
- ☐ Tablecloth(s) # \_\_\_\_\_

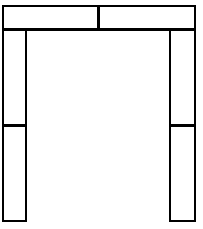
**Equipment Needed:**

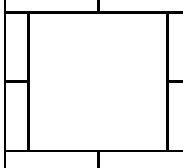
- ☐ TV / DVD Cart (Channel 972)
- ☐ Screen
- ☐ Easel
- ☐ Podium
- ☐ Podium with Microphone
- ☐ Microphone(s) # \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

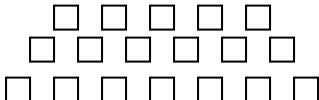
**ROOM SET UP TYPE:**

- ☐ Classroom Style  


- ☐ U Shape  
*(Select One)*  




- ☐ Square/Rectangle  


- ☐ Theater Style  


- ☐ Other (Please Describe) \_\_\_\_\_

**Security:** Security Supervisors, Gatehouse ext. 601-8806

- Gatehouse Visitors: # \_\_\_\_\_
- ☐ Arrival Time: \_\_\_\_\_
  - ☐ Arrange Parking: \_\_\_\_\_
  - ☐ Spaces Needed: # \_\_\_\_\_ Location: \_\_\_\_\_
  - ☐ Extra EMT/ Security Officer Needed: # \_\_\_\_\_
  - ☐ At Event \_\_\_\_\_ Mobile \_\_\_\_\_

**Additional Information:**

Please give at least **2 weeks' notice** for set-up requests