

**COMMUNITY RESOURCES EVENT
WORK ORDER**

**CITY LIGHTS
LOUNGE**

Date of Event: _____ Date of Cancellation: _____	Date Submitted: _____ Date Revised : _____
Contact Name: _____	Telephone: _____
Function Description: _____	
No. of Attendees: _____	Setup Time: _____
Re-Occurrence _____	Start Time: _____ End Time: _____
<p><u>ROOM SET UP TYPE:</u> <i>Michelle Fenn/Doris White (Ext. 601-8595)</i></p> <div style="display: flex; align-items: center; margin-bottom: 20px;"> <input type="checkbox"/> Single Tables </div> <div style="display: flex; align-items: center; margin-bottom: 20px;"> <input type="checkbox"/> Filled Square/Rectangle </div> <div style="display: flex; align-items: center; margin-bottom: 20px;"> <input type="checkbox"/> Straight Line </div> <div style="display: flex; align-items: center;"> <input type="checkbox"/> Other: _____ </div> <p><u>OTHER DEPARTMENTAL REQUESTS</u></p> <div style="margin-bottom: 20px;"> <input type="checkbox"/> <u>Catering:</u> <i>Zachary Parks, 443-297-3250</i> <u>Transportation:</u> <i>Dave Schuch, ext. 601-8254</i> </div> <div style="margin-bottom: 20px;"> <input type="checkbox"/> Needs: _____ </div> <div> <input type="checkbox"/> <u>Engineering:</u> <i>David Wheeler / Donyietta Melvin ext. 601-8394</i> Room Temperature: _____ </div>	<p><u>FURNITURE:</u> *ADDITIONAL TABLES CAN BE ADDED ONLY; FURNITURE ALREADY IN THE ROOM CANNOT BE REMOVED*</p> <div style="margin-bottom: 10px;"> <input type="checkbox"/> 6' Tables # _____ </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> 8' Table(s) # _____ </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Card Table(s) # _____ </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Tablecloths </div> <p><u>Technical Support:</u> <i>IT; 600-2411</i> <u>A/V Support Needed:</u> _____ <input type="checkbox"/> TV/DVD In Room _____ </p> <p><u>Security:</u> <i>Security Supervisors ext. 601-8806, Gatehouse ext. 601-8378</i></p> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Gatehouse Visitors: # _____ Arrival Time: _____ </div> <div> <input type="checkbox"/> Arrange Parking: Spaces Needed: # _____ Location: _____ </div> <p><u>Anyone using the Lounge is responsible for cleaning up the space after use. Please make sure no food items are left in microwave, refrigerator, or cabinets.</u></p> <p><u>Additional Information:</u> _____</p>