

MBV Room Request Form

Date Submitted: _____ Time Submitted: _____

Name of Class/Event: _____

Dates Preferred: _____ Second Choice: _____

Room Preferred: _____ Second Choice: _____

Time Needed:

For Setup (How long before event starts do you need the room?): _____

Times for Event (Start and End): _____

For Cleanup (How long after event ends to you need the room?): _____

Number of Participants Expected: _____

Special Needs:

Card Tables: _____ Kitchen Use: _____ Ice: _____

Decorations: _____ Tablecloths: _____

Podium: _____ Audio/Video Equipment: _____

Contact Person:

Name: _____ Phone: _____

Cell: _____ Email: _____

Address: _____

Please Note:

- You are responsible for your own setup in addition to leaving the room in the same condition (table setup and arrangement) as you found it.
- For any event that has food, all trash must be taken to the dumpster.
- All tablecloths must be laundered prior to returning them to the Activity Office.
- If you need instructions on using any equipment, location of cleaning supplies, trash bags, facility lighting, lockup procedures, cleanup instructions, etc., please meet with the Management Staff prior to your event.