



Wesley College - Reservations Office - Lower Level College Center, Room 15
120 N. State Street, Dover, DE 19901
Phone :(302) 736-2593 Email: reservations@wesley.edu

Room Reservation Form 2017-2018

Reservations are accepted on a first come first serve basis.

*******Directions:**

Please submit your completed Room Reservations Form to the Reservations Office as soon as possible by email: reservations@wesley.edu or drop off a hard copy to the Reservations Office. (Room Reservations are not confirmed unless you receive an email confirmation, usually sent out within 72 hours of receipt of your form, only Monday - Friday)

Sponsoring Organization: _____

Name of Event: _____

Type of Event: _____

Organization's contact person: _____

E-mail: _____

Phone Number: _____

Number of people attending the meeting: _____

Meeting Start Time: _____

Meeting End Time: _____

Meeting location 1st choice: _____

Meeting Location 2nd choice: _____

Reason for meeting space: _____

Check one:

Meetings only

Rehearsals

Special Event – Event Information Form (EIF) required

