



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 2019- 2020

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.

Sponsoring Organization: _____

Name of Event: _____

Type of Event: _____

Organization's contact person: _____

E-mail: _____

Phone Number: _____

Number of people attending the meeting: _____

Date: _____

Meeting or Event Start Time: _____

Meeting or Event 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

See space for additional info on the back of this page



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*****Please list additional meeting dates with start and end times:**

For Example: Wednesday Aug. 23 7:00pm- 9:00pm

***** Do you need tabling in CC Lobby?
Please list Tabling dates with start and end times:**

(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)

Reservations Office use only	
Received by Reservations on _____	Time Received: _____
Entered on Calendar: _____	Emailed Confirmation: _____