Room Reservation Form
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
***Please list additional meeting dates with start and end times:
For Example: Wednesday Aug. 23   7:00pm- 9:00pm  - use additional paper if you have more dates.

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*** Do you need tabling in CC Lobby? When???
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)

<table>
<thead>
<tr>
<th>Reservations Office use only</th>
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<tbody>
<tr>
<td>Received by Reservations on</td>
</tr>
<tr>
<td>Entered on Calendar:</td>
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</tbody>
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