



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](mailto:reservations@wesley.edu)

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## 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](mailto: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 1<sup>st</sup> choice: \_\_\_\_\_

Meeting Location 2<sup>nd</sup> 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 - 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:**

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**(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)**

<b>Reservations Office use only</b>	
Received by Reservations on _____	Time Received: _____
Entered on Calendar: _____	Emailed Confirmation: _____