

Office Use Only:  
 Time: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Initials: \_\_\_\_\_

## Steven W. Durr Extension Center Meeting Room Reservation

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Open Doors at: \_\_\_\_\_ Close Doors at: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Meeting Purpose: \_\_\_\_\_

Est. Attendance: \_\_\_\_\_ Deposit: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

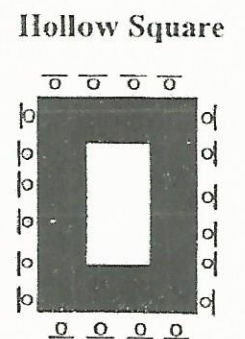
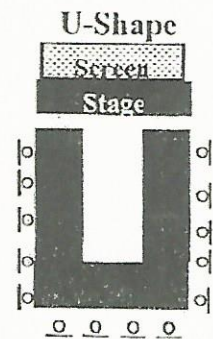
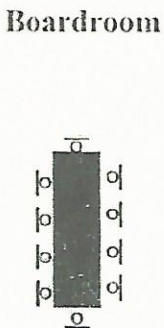
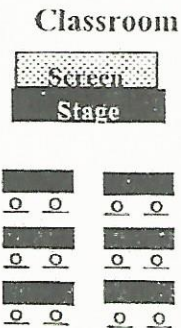
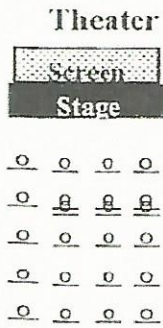
Agent to Open? Yes ( ) No ( )

Agent to Close? Yes ( ) No ( )

Meeting Room Requested:  
*\*If more than one room  
 is requested, should walls  
 be in place \_\_\_\_\_ or  
 retracted \_\_\_\_\_?*

- \*Byerly/Rich \_\_\_\_\_
- \*Wicklund \_\_\_\_\_
- \*Straw \_\_\_\_\_
- \*Activity \_\_\_\_\_

### Set-Up (check one)



Number of Chairs Needed:






Check if needed:

Registration Table \_\_\_\_\_

Lectern \_\_\_\_\_

Head Table \_\_\_\_\_

Use back of form for additional or special requests.

# Deposits

## Received

From \_\_\_\_\_  
Name of Individual \_\_\_\_\_ Name of Organization \_\_\_\_\_

Date \_\_\_\_\_ \$ \_\_\_\_\_

Returned:

Date \_\_\_\_\_ To: \_\_\_\_\_

### Special Set-Up:

