

Board Room/Conference Room/Training Room Request Sheet

This form must be completed and submitted to the scheduler before the room(s) will be reserved.

Room Schedulers: Board Room / Basement Training Rooms / 1st Floor Exec. Conf. Room - Jill Harding
2nd Floor Conference Room / 1st Floor Executive Board Room - Kajsia Boyer
Woodward Building Rooms - Ramona Jensen

The following information must be completed to reserve the room:

Date Request Submitted: _____

Date of Event: _____ (A separate request is required for each day of the event.)

Meeting: _____

Beginning Time: _____ Ending Time: _____ # of Participants: _____

Contact Person: _____ Phone: _____

Who is Facilitating the Meeting: _____

Check the room being requested:

1st Floor

- Board Room (holds 260): Full room South only North only
- Executive Conference Room (holds 9)
- Executive Board Room – (Use of this room is limited. Board or executive level meetings only.)

2nd Floor

- Conference Room (holds 11)

Basement Floor

(Room set-up services are not provided in the basement.)

- Basement Training Room (holds 100) Basement Meeting Area (holds 60)

Woodward Building

- Room 101 (holds 30) Room 201 & 202 (holds 60)
 - Room 204 (holds 30) Computer Lab (holds 25)
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The facilitator and/or contact person are responsible to assure that all materials are cleared from the room when finished. Items should not be stored in rooms overnight. Any materials left in the room will be discarded. All trash should be picked up and room should be left in good condition. Do not remove any equipment, including remotes, if provided in the room.

***Board Room only – Page 2 of this form must also be completed and submitted.**

Scheduler Use Only:	Date Received: _____	Initials: _____
	Date scheduled on	
	Google Calendar: _____	Initials: _____

Board Room only –

Date of Event: _____ (A separate request is required for each day of the event.)

Beginning Time: _____ Ending Time: _____

Contact Person: _____ Phone: _____

If the following information is incomplete, room set-up services will not be provided:

Equipment Needed: _____ Chairs # _____ Tables # _____

*****For the projector, sound system, or other technology assistance,
a Tech Request must be completed.*****

<http://washk12.org/request-technology-help>

*Identify how you would like the room set up:
(where tables go, which direction chairs face, how many chairs per table, etc.)*

