

NON-UC Room Reservation Request: California Room 110

UCCE 669 County Square Drive, Ventura

Max capacity: 100

Room 110 A: 50 Room 110 B: 50

(Includes speakers and support staff)

Per fire marshal, registration event will be cut off at max capacity. (Please initial) _____

Event Name: _____ Event Date: _____

Event Coordinator: _____ Phone: _____ Email: _____

Co-Coordiators: _____ Phone: _____ Email: _____

Start time: _____ End time: _____ Estimated Attendance: _____ Guest speakers: _____

(Remember to factor in time to set up and take down)

Additional Comments:

Complete and email to: hansencevc@ucanr.edu

Event added to Room Reservaton calendars (Program calendar if appropriate):

Online calendar Initials: _____ Date completed: _____

Book calendar Initials: _____ Date completed: _____

Equipment form Initials: _____ Date completed: _____