

Room Reservation Request: CE Library

UCCE 669 County Square Drive, Suite 100, Ventura

Max capacity: 11

(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)

Equipment Requested:

Internet Access: _____ Projector screen: _____ Projector: _____ Presentation clicker: _____

Computer provided by: _____ Infocus large computer screen: _____

If bringing your own computer (recommended) please make sure cables work.

Food & Refreshments:

Coffee/Tea service: _____ Plates/Napkins: _____ Silverware: _____ Fridge space: _____

Other: _____

Responsible party for setup/clean up before, during and after the event: _____

Account number to be charged for expenses: _____

Caterer information:

Refreshments catered by: _____ Delivery Pickup Time: _____

Breakfast catered by: _____ Delivery Pickup Time: _____

Lunch catered by: _____ Delivery Pickup Time: _____

Dinner catered by: _____ Delivery Pickup Time: _____

Person responsible for receiving/picking up food: _____

Additional requests/comments:

Please send completed request to hansencevc@ucanr.edu

Admin. Staff Only

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

Online Initials: _____ Date completed: _____

Book Initials: _____ Date completed: _____