

Non-UC 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: _____

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.

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

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: _____