

Community Room Reservation

Room Location: 2423 Williams Dr., Suite 101, Georgetown, TX

GHF Office Location (*lockbox*): 2425 Williams Dr., Suite 101, Georgetown, TX

RESERVATION DETAILS		
Organization:		
Name of Meeting:		
Person responsible at event:		
Contact Phone:		
Contact Email:		
Date(s) of Event:		
Time of Event:	1-Setup Begins/Arrival Time: 3-Meeting End Time: 2-Meeting Start Time: 4-Cleanup End/Exit Time:	
Key pickup:	Keys are obtained from lockbox. Check to request code: <input type="checkbox"/>	
Number of Attendees:	<input type="text"/> Refer to the number of chairs per room to determine if more than one room is needed.	
ROOM REQUEST:	SINGLE ROOM(S) [Partition closed]	COMBINED ROOM(S) [Partition open]
	When requesting more than one room to be used <i>separately</i> , check boxes below.	Select rooms below if partition(s) should be open/rooms combined.
	A (U shape-30 chairs) <input type="checkbox"/>	A & B <i>Combined</i> <input type="checkbox"/>
	B (square-30 chairs) <input type="checkbox"/>	B & C <i>Combined</i> <input type="checkbox"/>
	C (5-8 round tables-35 chairs) <input type="checkbox"/>	A, B & C <i>Combined</i> <input type="checkbox"/>
EQUIPMENT REQUEST:		
MICROPHONE REQUEST: <i>Select up to two</i>	Wireless Lavalier/Mic <input type="checkbox"/> Podium & Mic <input type="checkbox"/>	Wireless Handheld <input type="checkbox"/> Corded Handheld & Stand <input type="checkbox"/>
PROJECTOR/SOUND REQUEST	Projectors & speakers may be linked to display and provide sound in combined rooms.	
Combined/Linked Rooms: Select the room in which the laptop will be connected.	When using A & B <i>Combined</i> choose:	Room A <input type="checkbox"/> OR Room B <input type="checkbox"/>
	When using B & C <i>Combined</i> choose:	Room B <input type="checkbox"/> OR Room C <input type="checkbox"/>
	When using A, B & C <i>Combined</i> choose:	Room A <input type="checkbox"/> OR Room B <input type="checkbox"/> OR Room C <input type="checkbox"/>
OTHER EQUIPMENT	6 Easel stands are available. We do not provide pads or markers.	
HOUSEKEEPING		
Vacuuming:	Check floors for trash, food crumbs, etc. All users should cleanup & vacuum.	
Trash reminder:	Trash should be removed from the trash can and placed in the white bin across from the Ladies Restroom. A clean liner should be replaced in the trash can. Extra liners are on top of the equipment cabinet. Notify GHF if supply is empty.	
By making a reservation, you agree to cleaning, vacuuming, emptying trash, and resetting tables and chairs: I agree: <input type="checkbox"/> NAME: _____		
OTHER	Please provide any additional detail:	