

# Facilities Use & Room Request Form

## Event Layout Diagram



Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Building: \_\_\_\_\_ Room or Area: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Detail your event layout requests such as table and furniture placement, event logistics, special instructions, etc. Use back if necessary.