

2023 - 2024 Room Request (NON-OASIS) ONE-TIME EVENT

Individual forms must be completed
for **each** day the room is needed for your event.

Event: _____

Contact Name: _____ VO Phone # _____

Email: _____

1st Room choice: _____ *2nd Room choice: _____

Date 1st choice: _____ *Date 2nd choice: _____

Example: Saturday, January 13, 2024)

Example: Saturday, January 20, 2024)

****2nd Room Choice and Alternate Date is Required!!!!****

How many do you expect to participate in your event? _____

This information is VITAL in order for us to reserve adequate time for your event.

Actual Start Time: _____ AM PM Actual Finish Time: _____ AM PM

Do not include setup and tear down time with the above information

Do you need set up & tear down time?

[] NO [] YES If yes, How much time? SETUP _____ TEAR DOWN _____

ACTIVITY OFFICE IS NOT RESPONSIBLE FOR SET UP OR TEAR DOWN OF ANY PRIVATE EVENTS

Comments/Notes: _____

***Please complete all fields. Enter N/A if a field is not applicable ***

Thank you!

FOR OFFICE USE ONLY

Date Submitted: _____ Time: _____

Checked by: _____