

2023-2024 Room Request

MULTIPLE EVENTS IN OASIS

If your activity meets on the same day of the week and month,
at the same time and in the same place - use this form.

Event: _____

Contact Name: _____ Phone # _____

Email: _____

Room 1st Choice: _____ **OASIS** _____

***An alternate
Room Choice is
REQUIRED!**

*2nd Choice: _____

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

Will You Meet: (circle one) Daily Weekly Monthly Semi-Monthly Every Other Week

Month(s) of the year: (circle any in which you will meet)

Oct Nov Dec Jan Feb Mar Apr May

Day of the week: (circle the day on which you will meet. If your activity meets on more than one day a week, at different times, please fill out a separate Room Request for each day.)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Starting Date: _____ Ending Date: _____
Example: Saturday, October 7, 2023) Example: Tuesday, March 19, 2024)

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

Would you like your event to be in the **Classes & Services Brochure?** YES NO

Would you like your **phone number** included? YES NO

FOR OFFICE USE ONLY

Date Submitted: _____ Time: _____ Checked by: _____