

# 2023 - 2024 Room Request 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:** \_\_\_\_\_

1<sup>st</sup> Room choice: OASIS \_\_\_\_\_ \*2<sup>nd</sup> Room choice: \_\_\_\_\_

Date 1<sup>st</sup> choice: \_\_\_\_\_ \*Date 2<sup>nd</sup> 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: \_\_\_\_\_