

IIC Conference Room Reservation Request

We are pleased to be able to assist you with your event/activity needs. All conference rooms are available on a first come, first serve basis. We will do our best to accommodate your needs.

Please leave the conference/meeting room in the condition in which you found it. Be sure you and your guests remove all of your belongings before vacating the room. You will be held responsible for repairing or replacing any equipment or furnishings damaged or removed during your event.

Company Name: _____

Company Representative: _____ Date: _____

Phone: _____ Email : _____

Date(s) needed: _____ Number of attendees: _____

Time needed: From ____:____ am or pm, until ____:____ am or pm

Event to be held _____

Conference room requested: _____ Equipment needs: _____

Internet Connectivity: _____ Overhead projector/screen/ TV Unit: _____

Laptop: _____ Easel/flip chart/markers : _____

Is assistance needed with equipment setup? _____ Yes _____ No

Type of assistance needed _____

Incubator use only :

Request approved _____ Request declined _____

Reason for declining request _____

Staff signature _____

Date _____