

Conference Room Space Request

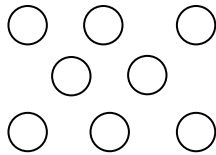
In order to better accommodate those who are leasing space and ensure a professional meeting environment, MinnWest Technology Campus Management Company requires all who request conference room space to fill out and return the following form **no later than 48 hours before the conference or meeting.**

Date Needed: _____ **Time:** _____ - _____
(when are you leasing the space) (from) (to)

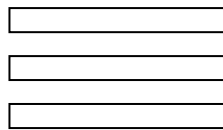
NOTE: If you are holding a multi-day conference, please fill out a separate form for each day.

Which space would you like to lease? (Please Select One)

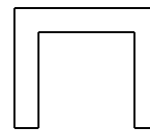
If **Auditorium or Commons Conference Room**, how would you like the tables arranged?
(Please Select One)



Clustered



Classroom Style



U-Shaped

How many people will be attending? _____

Will you require extra tables for registration, food, or group leaders? YES/NO

If so, how many, and where would you like them placed? _____

Contact Information:

Name of company/entity that is leasing the space: _____

Address: _____

Main contact person: _____

Phone: _____ Cell: _____

Email address: _____