

# Meeting Room Reservation

Date: \_\_\_\_\_

Contact Person: Nancy Bannister

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Department: UW-Extension / 4-H

Phone: 262-548-7771

Date of Meeting: \_\_\_\_\_

Meeting Requester: Name \_\_\_\_\_ Phone # \_\_\_\_\_

Title of Meeting: \_\_\_\_\_

Program Start Time: \_\_\_\_\_ Program End Time: \_\_\_\_\_

Room Available Start Time: \_\_\_\_\_ Room Available End Time: \_\_\_\_\_

**(Effective immediately, the Main Doors will be locked @ 9:30 PM)**

Waukesha County Employees Only  Public  Both

Number of People Attending Meeting: \_\_\_\_\_

Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

WisLine Accessibility: Yes  No  Satellite Accessibility: Yes  No

## Please Cancel Room

Date: \_\_\_\_\_ Requested By: \_\_\_\_\_



### - Human Resource Office Use Only -

Confirmation: Yes  No

Room Number: \_\_\_\_\_

Taken By: \_\_\_\_\_ Date: \_\_\_\_\_