

# Meeting Room Reservation

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

Contact Person: Marie Stange

Email: [mstange@waukeshacounty.gov](mailto:mstange@waukeshacounty.gov)

Department: UW-Extension / 4-H

Phone: 262 - 548-7770

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

(If you need access to the County Network, please call Information Systems at X7610 providing them the date, time, and conference room number of your meeting.)

## Please Cancel Room

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



## - County Clerk's Office Use Only -

Confirmation: Yes  No

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

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