



The William H. Miner Agricultural Research Institute  
 1034 Miner Farm Road  
 PO Box 90  
 Chazy, NY 12921

www.whminer.org

Print Form

Submit by Email

Current Date

2012-01-18 14:37:01

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time  p.m.

Events Ends: Date  Time  p.m.

Facilities Required (List all that apply)

Other Accomodations or Requests

See additional comments on back

## Send Copies to:

- Katie Ballard, Director of Research
- Kirk Beattie, Finance & Personnel Officer
- Amy Bedard, Library
- Steve Couture, Dairy Farm Manager
- Wanda Emerich, Outreach Coordinator
- Steve Fessette, Director of Physical Plant
- Rick Grant, President
- Steve Kramer, Director of Laboratories
- Rachel Dutil, Administrative Assistant
- Karen Lassell, Equine Manager
- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name	<input type="text"/>	<input type="text"/>		
Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>



The William H. Miner Agricultural Research Institute  
1034 Miner Farm Road  
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Current Date

2011-12-14 08:07:19

New Request

Revised Request

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Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

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Events Begins: Date  Time

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Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>

## Room Configuration

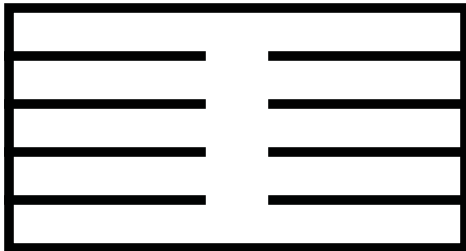
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



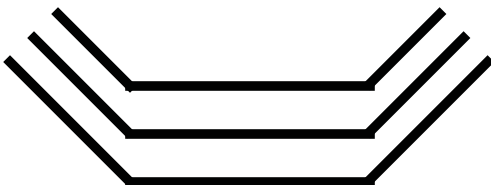
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



## Audio/Visual Equipment

Please check audio/visual equipment you will need for your event (check all that apply):

- Chalkboard
- Digital Projection System
- Dry Erase Board & markers
- Easel, flipchart, & markers
- Laser pointer
- Overhead Projector
- PA System
- Slide Projector
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments

They usually bring in their own dinner (pizza and salad) but will need tables to put it on and a few other things like that.



The William H. Miner Agricultural Research Institute  
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2012-01-12 08:10:54

New Request

Revised Request

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- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

Bill the following services to:		Charge services to:	
Name	<input type="text"/>	<input type="text"/>	
Address	<input type="text" value="Pete Hagar, CCE Clinton County"/>		
City	<input type="text" value="6064 Rt 22 Suite C"/> ST <input type="text"/>	Zip	<input type="text"/>
	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text" value="\$5.50 - Institute Lunch - &lt; 20"/>	<input type="text" value="noon"/>	<input type="text" value="10"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>			<input type="text"/>

## Room Configuration

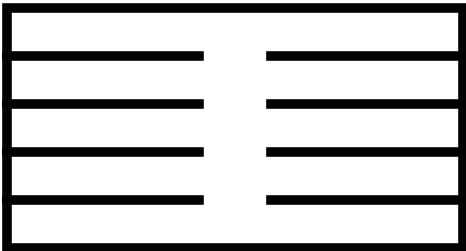
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



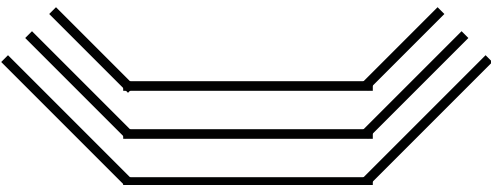
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



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- Easel, flipchart, & markers
- Laser pointer
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- PA System
- Slide Projector
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- Television
- VCR
- Other

Additional Comments



The William H. Miner Agricultural Research Institute  
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Current Date

2011-12-21 11:08:12

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

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Events Ends: Date  Time

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## Charge services to:

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Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>

## Room Configuration

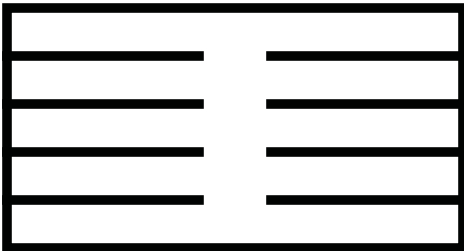
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



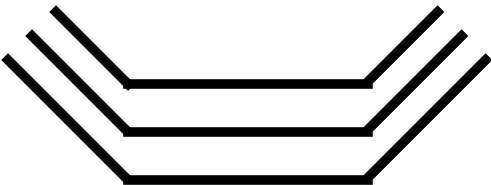
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



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- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments

Chairs in a semi-circle setup (similar to the Strategic Plan Roll-out)

Table on the side wall for snacks



## Room Configuration

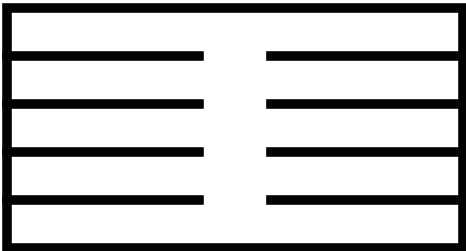
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



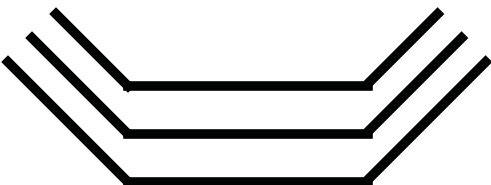
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- Other

Additional Comments



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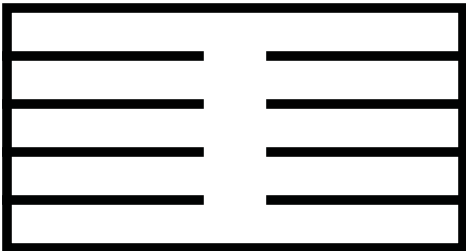
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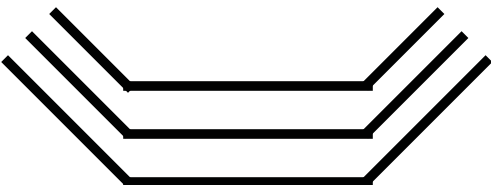
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Additional Comments



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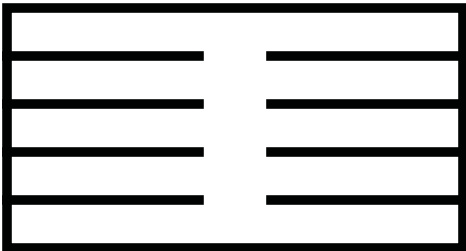
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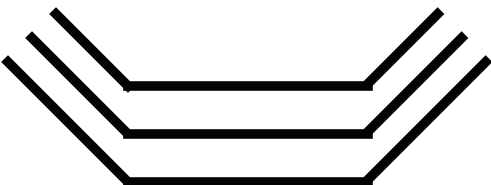
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Additional Comments



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 Chazy, NY 12921

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Print Form

Submit by Email

Current Date

2012-01-12 08:25:21

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time

Events Ends: Date  Time

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## Bill the following services to:

## Charge services to:

Name	<input type="text" value="Pete Hagar, CCE Clinton County"/>		
Address	<input type="text" value="6064 Rt 22 Suite C ST"/>		
City	<input type="text" value="6064 Rt 22 Suite C"/>	ST <input type="text"/>	Zip <input type="text"/>
	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text" value="\$5.50 - Institute Lunch - &lt; 20"/>	<input type="text" value="noon"/>	<input type="text" value="10"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>			<input type="text"/>

## Room Configuration

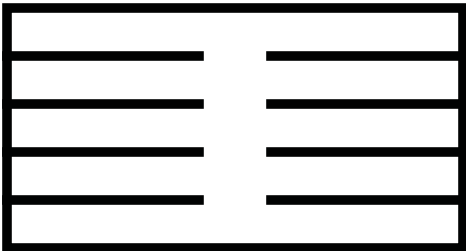
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



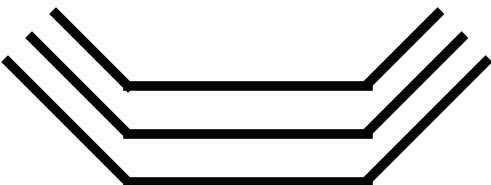
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Additional Comments



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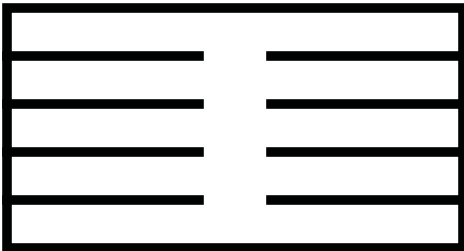
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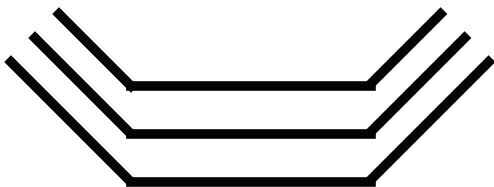
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Additional Comments



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Print Form

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Current Date

2012-01-13 11:12:07

New Request

Revised Request

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Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>GRAND TOTAL</b>			<input type="text"/>	



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New Request

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<b>GRAND TOTAL</b>				<input type="text"/>

## Room Configuration

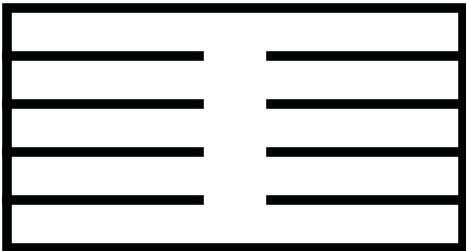
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



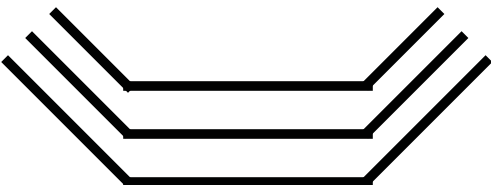
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Additional Comments



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Print Form

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Current Date

2012-01-26 12:44:01

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

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Name   
Address   
City  ST  Zip

## Charge services to:

	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

**GRAND TOTAL**

## Room Configuration

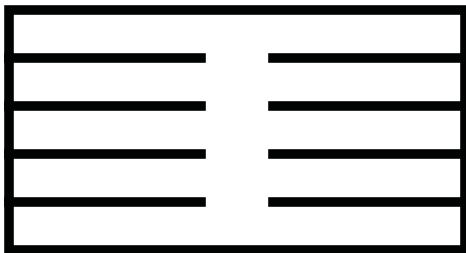
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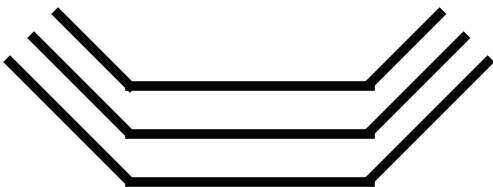
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- Easel, flipchart, & markers
- Laser pointer
- Overhead Projector
- PA System
- Slide Projector
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments



The William H. Miner Agricultural Research Institute  
1034 Miner Farm Road  
PO Box 90  
Chazy, NY 12921

www.whminer.org

Print Form

Submit by Email

Current Date

2011-12-15 14:31:59

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time

Events Ends: Date  Time

Facilities Required (List all that apply)

Other Accomodations or Requests

## Send Copies to:

- Katie Ballard, Director of Research
- Kirk Beattie, Finance & Personnel Officer
- Amy Bedard, Library
- Steve Couture, Dairy Farm Manager
- Wanda Emerich, Outreach Coordinator
- Steve Fessette, Director of Physical Plant
- Rick Grant, President
- Steve Kramer, Director of Laboratories
- Rachel Dutil, Administrative Assistant
- Karen Lassell, Equine Manager
- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

See additional comments on back

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name	<input type="text"/>	<input type="text"/>		
Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>

## Room Configuration

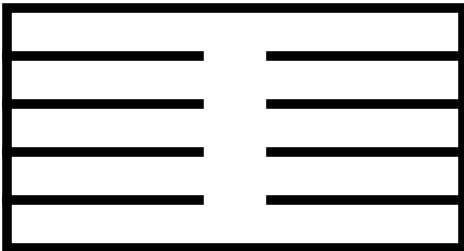
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



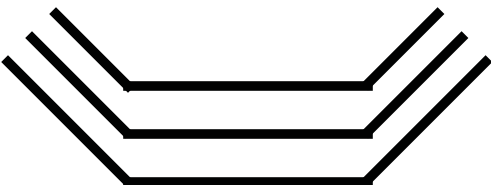
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



## Audio/Visual Equipment

Please check audio/visual equipment you will need for your event (check all that apply):

- Chalkboard
- Digital Projection System
- Dry Erase Board & markers
- Easel, flipchart, & markers
- Laser pointer
- Overhead Projector
- PA System
- Slide Projector
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments



The William H. Miner Agricultural Research Institute  
 1034 Miner Farm Road  
 PO Box 90  
 Chazy, NY 12921

www.whminer.org

Print Form

Submit by Email

Current Date

2011-12-09 08:14:32

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time

Events Ends: Date  Time

Facilities Required (List all that apply)

Other Accomodations or Requests

See additional comments on back

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- Rachel Dutil, Administrative Assistant
- Karen Lassell, Equine Manager
- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name	<input type="text"/>	<input type="text"/>		
Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	\$2.50 - Snacks & beverages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	\$5.50 - Institute Lunch - < 20	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	\$2.50 - Snacks & beverages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>

## Room Configuration

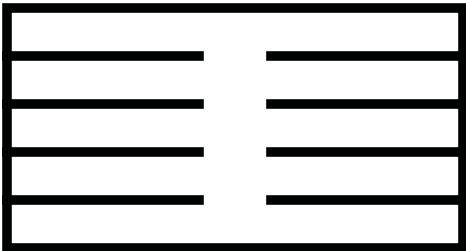
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



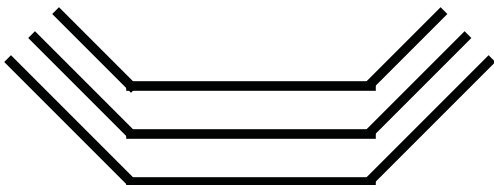
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



## Audio/Visual Equipment

Please check audio/visual equipment you will need for your event (check all that apply):

- Chalkboard
- Digital Projection System
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- Laser pointer
- Overhead Projector
- PA System
- Slide Projector
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments



The William H. Miner Agricultural Research Institute  
 1034 Miner Farm Road  
 PO Box 90  
 Chazy, NY 12921

www.whminer.org

Print Form

Submit by Email

Current Date

2011-12-09 08:06:48

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time

Events Ends: Date  Time

Facilities Required (List all that apply)

Other Accomodations or Requests

See additional comments on back

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- Miner Center Custodial
- Other

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- After Hours Coverage

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## Charge services to:

Name	<input type="text"/>	<input type="text"/>		
Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>



The William H. Miner Agricultural Research Institute  
 1034 Miner Farm Road  
 PO Box 90  
 Chazy, NY 12921

www.whminer.org

Print Form

Submit by Email

Current Date

2012-01-12 11:23:21

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time

Events Ends: Date  Time

Facilities Required (List all that apply)

Other Accommodations or Requests

See additional comments on back

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Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	> 20 - See Kirk for pricing	noon	50	Cornell
Afternoon Break	\$2.50 - Snacks & beverages	2:30 PM	50	Miner pay
Dinner	see Kirk for pricing	6:00 PM	50	Cornell
<b>GRAND TOTAL</b>				<input type="text"/>

## Room Configuration

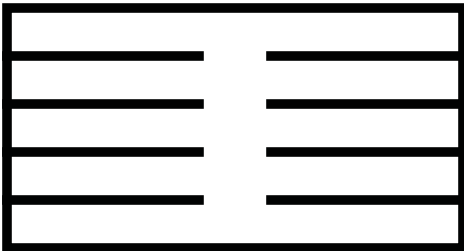
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



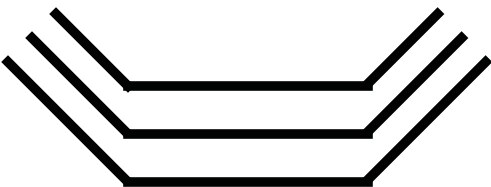
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



## Audio/Visual Equipment

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Additional Comments