

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

## 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:

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

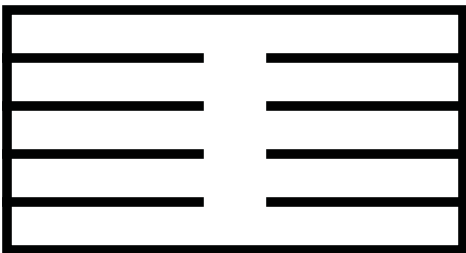
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



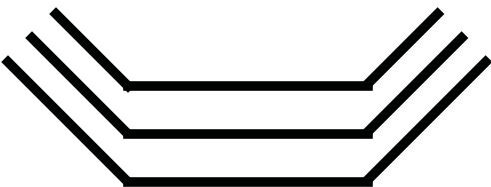
Tables in Two Rows (20 maximum)



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

Chairs in a V-shape



# 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  a.m.

Facilities Required (List all that apply)

Michelle - Dave will attend lunch all week!

Other Accomodations or Requests

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## Bill the following services to:

## Charge services to:

Name

Address

City  ST  Zip

	Time	Quantity	Total
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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**

- New Request  
 Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event: Disaster Planning seminar Number Attending: 20-30

Contact Information: Phone Number:

Submitted by: Rachel Email Address: dutil@whminer.com Ext: 115

Events Begins: Date Thursday, January 18, 2018 Time 1 p.m.

Events Ends: Date Thursday, January 18, 2018 Time 4 p.m.

Facilities Required (List all that apply) Miner Center Auditorium

Other Accomodations or Requests coffee, water, cookies please

See additional comments on back

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- Other

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Name				
Address				
City	ST	Zip		
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Morning Break				
Lunch				
Afternoon Break				
Dinner				

**GRAND TOTAL**

## Room Configuration

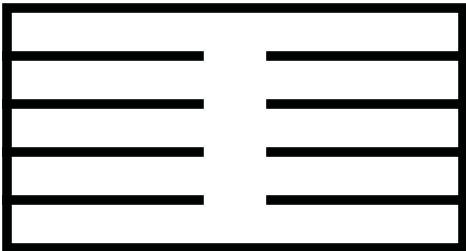
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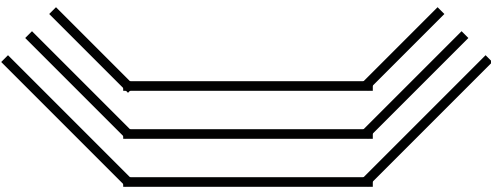
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New Request

Revised Request

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UPDATED REQUEST-NEW DATES!

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Address   
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Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text" value="\$1.50 - Beverages only"/>	<input type="text" value="3:30 PM"/>	<input type="text" value="85"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

**GRAND TOTAL**



## Room Configuration

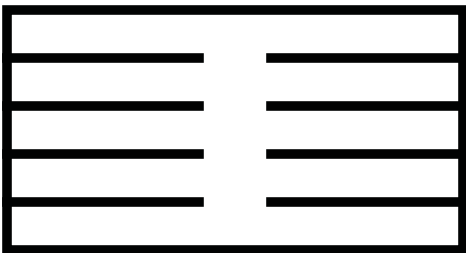
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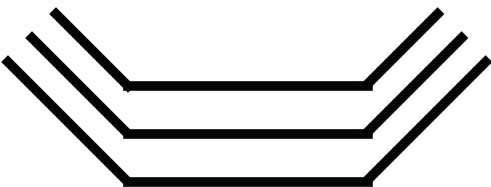
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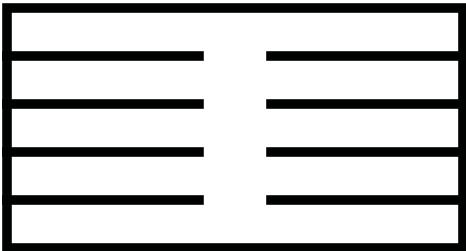
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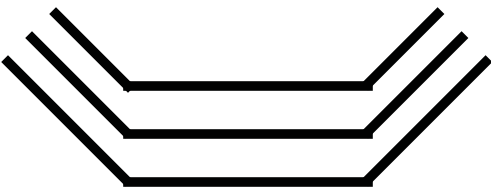
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**GRAND TOTAL**

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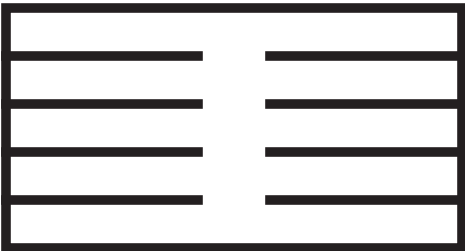
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## Charge services to:

		Time	Quantity	Total
Morning Break	<input type="text" value="\$2.50 - Snacks &amp; beverages"/>	<input type="text"/>	<input type="text" value="25"/>	<input type="text"/>
Lunch	<input type="text" value="&gt; 20 - See Kirk for pricing"/>	<input type="text"/>	<input type="text" value="25"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**GRAND TOTAL**

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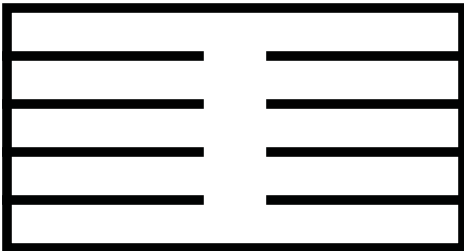
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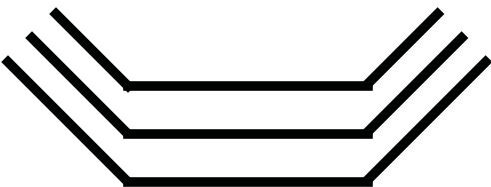
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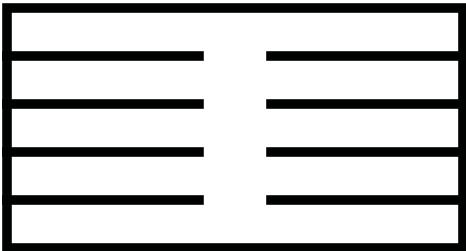
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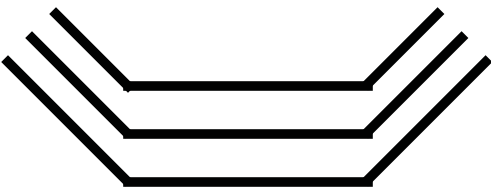
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Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event: Equine Clinician Number Attending: 1-2

Contact Information: Karen Lassell Phone Number: ext. 120

Submitted by: Rachel Email Address: dutil@whminer.com Ext: 115

Events Begins: Date Friday, April 6, 2018 Time p.m.

Events Ends: Date Monday, April 9, 2018 Time p.m.

Facilities Required (List all that apply) Director's Residence

Other Accomodations or Requests coffee, breakfast food, snacks. Confirm with Karen.

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			
Address			
City	ST	Zip	
	Time	Quantity	Total
Morning Break			
Lunch			
Afternoon Break			
Dinner			
<b>GRAND TOTAL</b>			

# 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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- Other

## Check all services that you will need:

- Housekeeping
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- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name

Address

City  ST  Zip

	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

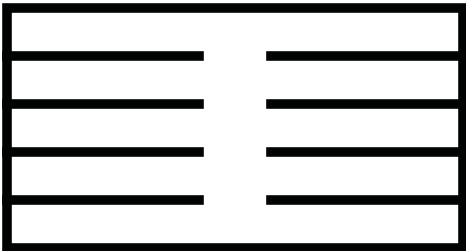
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



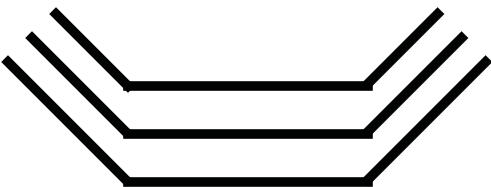
Tables in Two Rows (20 maximum)



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

Chairs in a V-shape



- New Request  
 Revised Request

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Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

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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" value="Conservation Center for Art and Research Insti"/>	<input type="text"/>		
Address	<input type="text"/>	<input type="text"/>		
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	<input type="text"/>		
	Time	Quantity	Total	
Morning Break	<input type="text" value="\$2.50 - Snacks &amp; beverages"/>	<input type="text" value="40"/>	<input type="text"/>	
Lunch	<input type="text" value="\$5.50 - Institute Lunch - &lt; 20"/>	<input type="text" value="40"/>	<input type="text"/>	
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

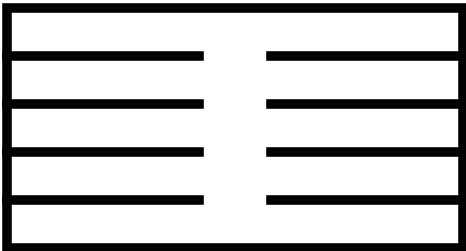
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



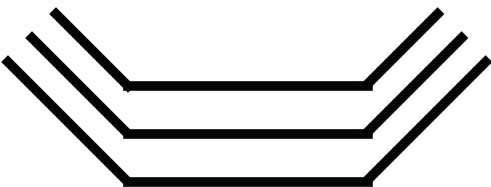
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- Extra long phone cord
- Television
- VCR
- Other

Additional Comments

Set-up for 40 participants.

Tables for breakfast and lunch catering.

Five additional tables for hands-on activity.

Chairs in a V-shape

