

PLEASE COMPLETE THE FOLLOWING WHEN SCHEDULING A ROOM:

CONTACT NAME: _____

PHONE NUMBER: _____

UNION RESERVING ROOM: _____

ROOM TO BE RESERVED: _____

DATE NEEDED: _____

BEGINNING TIME: _____

ENDING TIME: _____

SPECIAL EQUIPMENT NEEDED: _____

SPECIAL CLEANING INSTRUCTIONS: _____

Special Setups or Requests: Contact Dee McCutcheon at (612) 379-4234