

AMBS Maintenance Department Event Set up Form

(to be completed and sent to Maintenance Department only after reservation approved; please submit at least two weeks before event)

Name of Event:

Date of Event (mm/dd/yyyy):

Place of Event:

Reservation made by:

Telephone: email:

Time room reserved: begin Oam Opm - end Oam Opm
(critical for after hours event for unlocking and locking the building)

Number of chairs needed:

Number and type of tables needed:

(table sizes: 3' x 8'; 5' round; 18" x 8'; 2' x 4')

Please ***draw*** a diagram of room with approximate location of table and chairs: