

# COMMUNITY SERVICE BUILDING

## CONFERENCE ROOM REQUEST FORM

**Return Completed Form: 302.777.0919 (fax) or ErinCurry@CSBCorp.org**

Today's Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Meeting Requestor Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax Number (if you would prefer confirmation via fax): \_\_\_\_\_

Meeting Reason: \_\_\_\_\_

Meeting Requirements:  Phone  Whiteboard

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u># of Attendees</u>	<u>Assigned Room</u>	<u>CSB Approval</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**IF EXPECTING OUTSIDE ATTENDEES, PLEASE SUBMIT A GUEST LIST TO THE FRONT DESK.**

*Conference Rooms are only available to CSB Tenants.  
 Tenants may **not** host meetings for outside organizations.  
 Wi-Fi access information is posted inside each room.  
 If a specific room request is noted, it will be considered but not guaranteed.*