

# COMMUNITY SERVICE BUILDING

## CONFERENCE ROOM REQUEST FORM

**Return Completed Form: 302.777.0919 (fax), drop off to the Front Desk or email to [Requests@CSBCorp.org](mailto:Requests@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.*