

Meeting Room Request Form

Name of Event (Important: This is what the reservation will be named): Click or tap here to enter text.

Date/Time of Event: Date.

Start/End Time: Click or tap here to enter text. **Number of Attendees:** Click or tap here to enter text.

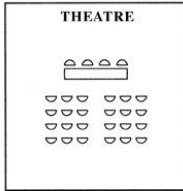
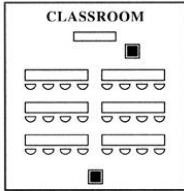
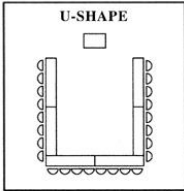
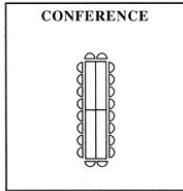
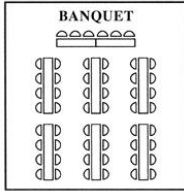
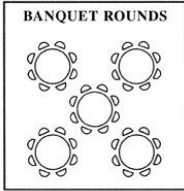
Billing Information including address and name: Click or tap here to enter text.

Event Contact Name: Click or tap here to enter text. **Email:** Click or tap here to enter text. **Phone Number:** Click or tap here to enter text.

Second Event Contact Name: Click or tap here to enter text. **Email:** Click or tap here to enter text. **Phone Number:** Click or tap here to enter text.

Room Configuration Request (check one):

Route room setup questions to Jason Peterson 218-878-7056 jpeterson2@cmhmn.org

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p style="text-align: center; font-weight: bold;">THEATRE</p> 	<p style="text-align: center; font-weight: bold;">CLASSROOM</p> 	<p style="text-align: center; font-weight: bold;">U-SHAPE</p> 
<p style="text-align: center; font-weight: bold;">CONFERENCE</p> 	<p style="text-align: center; font-weight: bold;">BANQUET</p> 	<p style="text-align: center; font-weight: bold;">BANQUET ROUNDS</p> 
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Technology Resources Request (check all that apply/only available M-F - 8 a.m. to 4 p.m.):

Computer Projector Speakers
 Microphone Conference Phone

Route IT needs/questions to (218) 878-7617- (218) 878-7711 or ccmhit@cmhmn.org

Catering Request (check one/only available M-F – 7 a.m. to 1 p.m.):

Catering **IS** needed (please see below) Catering **IS NOT** needed
 Attendees will use the cafeteria lunch line

Route catering services to Nutrition Services to (218) 878-7045 or NutritionServices@cmhmn.org

Please route completed form to Administrative Coordinator admincoord@cmhmn.org or 218-878-7028.

Room rental is \$50 per room for up to 4 hours, or \$100 per room after four hours. For catering services, IT services and room configuration needs beyond what is on this form, please contact manager one week prior to your event for those needs. No outside catering is allowed. Catering and/or IT services are **NOT** available on weeknights or weekends. For cancellations or questions, please contact Administration Coordinator at admincoord@cmhmn.org or (218) 878-7028.