Heartland Early Education

Building Reservation Agreement

*This form should be completed by any staff member requiring special equipment/set up or any outside agency using the building. Turn in to the Front Office.

Date(s): _____ Time(s): _____ Name of Event: _____

Requested by: _____

Room Needed: (Staff completing form is responsible to reserve appropriate room in the Room Reservation notebook at the front desk and to reserve on google calendar)

- ☐ Multi-purpose Room
- ☐ HB Socialization Room
- ☐ Small Safe Room
- ☐ Conference Room A
- ☐ Conference Room Z
- ☐ Large Safe Room
- ☐ Conference Room D
- ☐ Conference Room E
- ☐ Other _____

Event Type:

- ☐ College Class
- ☐ Community Class
- ☐ Other _____
- ☐ Parent Meeting
- ☐ Training
- ☐ Support Group Meeting
- ☐ Meeting

A/V Equipment Needed:

- ☐ Tape/CD Player
- ☐ LCD Projector
- ☐ Laptop
- ☐ Screen
- ☐ Speakers
- ☐ DVD Player
- ☐ Internet
- ☐ White Board
- ☐ Flip Chart/Easel
- ☐ Sound System w/Lapel Mic
- ☐ Interpreter's Headphones

Room Arrangement Preference:

# of tables: _____ # of Chairs: _____

- ☐ Lecture/Theatre Style (Chairs facing front)
- ☐ Classroom Style (Chairs around back side of tables facing front)
- ☐ Large Group (chairs arranged in large circle w/out tables)
- ☐ Large Group (chairs arranged in large square using tables)
- ☐ Small Groups (chairs around tables)
- ☐ Small Groups (chairs in small circles)
- ☐ No preset arrangement
- ☐ Special Instructions _____

Diagram of Room Arrangement:
(optional)

Other Materials/Equipment Needed: (extension cords, markers, pen/pencils, name tags, table tents)