



Room Request Form

Please return completed form to Sara Herman

Any questions contact Sara: (315) 253-0361 ext. 5131, sherman@cayboces.org

This form must be completed in full and signed before a room will be confirmed.

Name: _____ Dept./District/Organization: _____

Title of Event: _____ Contact # _____

Date(s) room is requested: _____ Requested Access Time: from _____ to _____

If event start time differs from room access time: _____ Event Time: from _____ to _____

Requested Room:	Conference 1	Conference 2	Conference 3
	Gym	Cafeteria <i>(not available when school is in session)</i>	

Set-Up #: _____ Number of People: _____ Other Requests: _____

Check here if you want your event displayed on the Public Electronic Display: Yes No

Instructional Support Services

All rooms have projection capabilities and include a desktop or laptop.

Mark below if you need any of the following:

Bringing own laptop:	Yes	No	Internet needed:	Yes	No
Projector needed:	Yes	No	Videoconferencing:	Yes	No
Instruction on usage:	Yes	No	Microphone:	Yes	No
Easel:	Yes	No	DVD:	Yes	No

Administrator Signature: _____ **Date:** _____

Room Usage Conditions and Requirements

Please familiarize yourself with the fire exit procedures located above the fire alarm boxes in each room.

Notification is required, if any meeting or conference is canceled. (Email Sara at sherman@cayboces.org)

Bathrooms are located off the main corridor.

Clean off tables of any paper or debris.

Any coffee spills please let maintenance know by calling extension 5210. Phones are located on the walls in every room.

Chart paper is not available in the rooms.