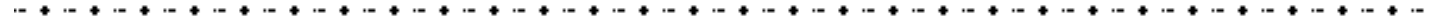




To coordinate arrangements contact the President's Office at 334.291.4981.

Room Reservation Information

Room Requested: ___ Noble Room ___ Atrium ___ Multipurpose Room #101



Date(s) Needed _____

Arrival Time (Please make sure you are there at this time.) _____

Meeting Start Time _____

Departure Time _____

Approximate Number of Guests _____

Description of Activity _____

Do you plan to serve food? Yes _____ No _____

Food cannot be served unless arrangements have been made in advance.

Electronic equipment needed: PowerPoint _____ DVD _____ Microphone _____

(Laptop computers are not provided.)

CVCC is a tobacco-free campus.

Campus Contact Information

Campus Contact Name	Plant Management Staff Assigned
Department	Cell / Phone
Phone	Plant Management Staff Assigned
Cell	Cell / Phone
Email	

Email completed agreements to marquita.greene@cv.edu or Fax to 334.291.4944

CC: Monday Message R. Gordy D. Hodge B. Kelley J. Wells

 Maintenance Security J. Noles

President's Office:	Date:
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