

Major General James L. Day Conference Center

Reservation Form

Name:	Department:	Phone:
Today's Date:	Date of Usage:	Time of Usage:
Purpose:		
Special Provisions:		

Please read and click that you agree to the following standards:

User is responsible for picking up the keys from the MCCA Administrative Assistant in Bldg. 15 prior to the event and for returning the next business day.

User is responsible for the setting up and tearing down of tables and chairs.

User is responsible for coordinating any IT needs with MCCA at 577-5447 or ComDiv (S-6) at 577-6780.

User is responsible for ALL property within the Conference Center during use.

User is responsible for the removal of trash accumulated during use and for cleaning up after use.

User is responsible for notifying Food & Hospitality Manager at 577-6429 with any food or beverage requests, cancellations or changes.

Keys out:	Keys in:
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I understand my responsibilities:

Print:	Sign:	Date:
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