

NICOLET COLLEGE ROOM RESERVATION

715-365-4410

Name of Event: _____ Total Number of Participants: _____

Date of Use	Prep Time	Start Time	End Time	Building	Room No.

ADDITIONAL SERVICES REQUESTED

Audio-Visual (please specify)	
Catering	Call 715-365-4487
Facilities	Do you need room unlocked? Requests for special room arrangements must be made in writing and forwarded to the Facilities Department. (Work request form is located in the Forms Folder on the S Drive).

Contact or Person Responsible: _____ Date: _____

Organization / Address: _____

Phone Number: _____

Approved By: _____ Date _____