DCF Professional Center Room Reservation Form

Thank you for contacting the Office of Training and Professional Development to secure a room or rooms for your meeting, training, or event at the Professional Center!

Upon receipt of your request, an automatic response email will be sent. Once reviewed, a reservation confirmation will also be sent. To expedite approval, please ensure that all sections of the form are completed fully and accurately.

Click on the link below to preview all 18 questions for the DCF Professional Center Room Reservation Form

https://1drv.ms/b/s!AoQY90euqQIgkHLPYgYRm9F8FhFb?e=MBzJHV (https://1drv.ms/b/s!AoQY90euqQIgkHLPYgYRm9F8FhFb?e=MBzJHV)

* Required

Basic Request Information

1. Please detail the title or topic of your event, training, or meeting. *

2. Host/Organization Name: *

3. Contact Person (Full Name and Title): *

4. Please provide your mobile phone number. *

5. Email Address: *

The email address entered into this field will be used for confirmation emails

6. What is the purpose for this room reservation? *

Request Date(s) information

7. Please list all preferred dates and times requested (e.g. 2/14/2022 set-up 8:00am-departure 4:00pm or 6/5/2022 set-up 12pm-depature 4:30pm): *

8. Please list any alternate dates and times requested: *

9. Is this request being initiated by a DCF employee? *

    ○ Yes

    ○ No

Expected Attendance Information

10. To ensure the appropriate number and size of rooms are reserved, please list an exact number of attendees. *

The value must be a number

11. Please indicate the type of room(s) that are being requested (please note that multiple rooms can be selected and room capacity is currently reduced to meet social distancing guidelines) *

☐ Auditorium #1 (capacity 300)

☐ Auditorium #2 (capacity 300)

☐ Small Computer Lab (capacity 27)

☐ Large Computer Lab (capacity 49)

☐ Court Room (capacity 44)

☐ Jurors' Room (capacity 44)

☐ Meeting/Class Room A (capacity 20) (2 rooms available)

☐ Meeting/Class Room B (capacity 25) (2 rooms available)

☐ Meeting/Class Room C (capacity 30) (10 rooms available)

☐ Meeting/Class Room D (capacity 40) (7 rooms available)

☐ Meeting/Class Room E (capacity 60) (4 rooms available)

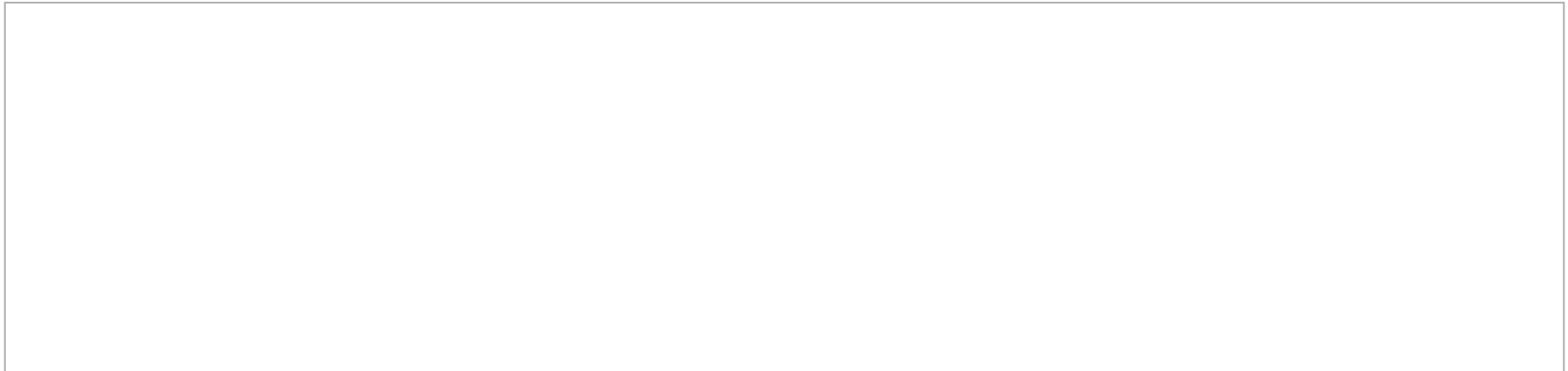☐ Meeting/Class Room F (capacity 120) (1 room available)

12. Based on the types of rooms selected in question #11, please indicate if you will need multiple rooms of any class type (e.g. Room A, 2 rooms needed or Room C, 7 rooms needed). *

13. **Meeting/Event Room(s) Request Narrative:** Please use this area to describe any special requests such as registration tables, break rooms or accommodations for additional space for food.

- Is there anything else we need to know about materials you will be bringing into the building on the day of your event?
- Is there any special documentation that needs to be reviewed or signed off on by DCF prior to your event?
- Briefly describe the way you intend to use the rooms selected-ie. *Traditional classroom, Break Out rooms which are sessions that are split off from the main meeting which allow the participants to meet in smaller groups .*

*

Audio Visual Information

14. Please indicate any Audio Visual Needs

☐ Internet/Wi-Fi Access for presenters

☐ Microphone

☐ No additional Audio Visual is needed

Catering Information

15. Will the event/meeting be catered?   *

   ○ Yes

   ○ No

16. Please check the appropriate box *

   ☐ Breakfast

   ☐ Lunch

   ☐ Morning/Afternoon Snacks

17. Please use this space to describe any specific catering needs/inquiries.   *

Additional

18. Please provide any additional information that would be important for us to ensure your needs are met for this event.

Microsoft Forms

4/13/2022