

**HEALTH-EDUCATION & WELLNESS  
CONFERENCE ROOM REQUEST FORM**

To reserve a conference room, please complete this form, then either give to the receptionist at the front desk, scan and email to [hualapai.hew@gmail.com](mailto:hualapai.hew@gmail.com), or fax to **928-769-2884**.

Conference Rm. (sm.)  Classroom (lg.)

Name of Committee requesting Use: \_\_\_\_\_

Meeting Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Meeting Type or Description: \_\_\_\_\_

Date(s) of Meeting: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

**A/V Needs:**

Polycom, Video Conferencing (Conf. Call)     LCD Projector DVD Player     Laptop for PowerPoint     Whiteboards/ Easels, Paper & Markers

**Conditions of Use**

1. The conference rooms are available free of charge for public gatherings.
2. Groups are responsible for arranging the room as needed for their meeting and clearing at meeting's end.
3. If refreshments are served, due care and consideration must be given to the preservation of the carpet and furnishings. Each group shall be responsible for providing serving equipment/utensils and for cleaning up meeting area after use.
4. Advance notice is appreciated for all requests including cancellations.