

Request for Class/Seminar, Program or Room Rental

General Information:

- *Class/Seminar or Program Requests are directed to the Association Executive (AE) and the Education Committee/Chair for approval.*
- *Room rental requests are directed to the AE for approval.*
- *Preference will be given for requests from WVAR members or for programs and/or classes that would be a benefit to WVAR members.*
- *All material (flyers, emails, posters, ads, etc.) promoting the activity must be submitted to the AE for approval prior to use.*
- *WVAR Affiliate members are not charged a room rental fee if CE credit classes are provided to our members at no charge.*

To: ☐ **AE** ☐ **Education Committee/Chair** **Date:** _____

From:

Name	
Company	
Phone	Email

☐ **Room Rental Request**

Room Requested: <u> </u> Classroom <u> </u> Conference room	
Date:	Time:
Purpose:	

☐ **Class/Seminar or Program**

Date:	Time:
Topic:	
Speaker:	
CE credit provided: <u> </u> No <u> </u> Yes How many hours? <u> </u>	
Description of Class/seminar:	

Decision		Decision	
Yes	No	Yes	No
AE		Education Committee/Chair	
Date		Date	