

NHS Room Request Form

Date:

Time:

Number of People:

Name of the Event:

Person Requesting the Space:

Please include anything the room HAS to have (IE: stage, individual computers, etc. – *NOTE: some items may incur a charge; we will alert you to such charges as we know*)

Please include anything you'd LIKE to have in the space (IE: a certain room, etc. – *NOTE: we cannot guarantee certain rooms*):

Does the event recur? Yes No

If yes, please provide details on the recurrence:

Anything else we need to know