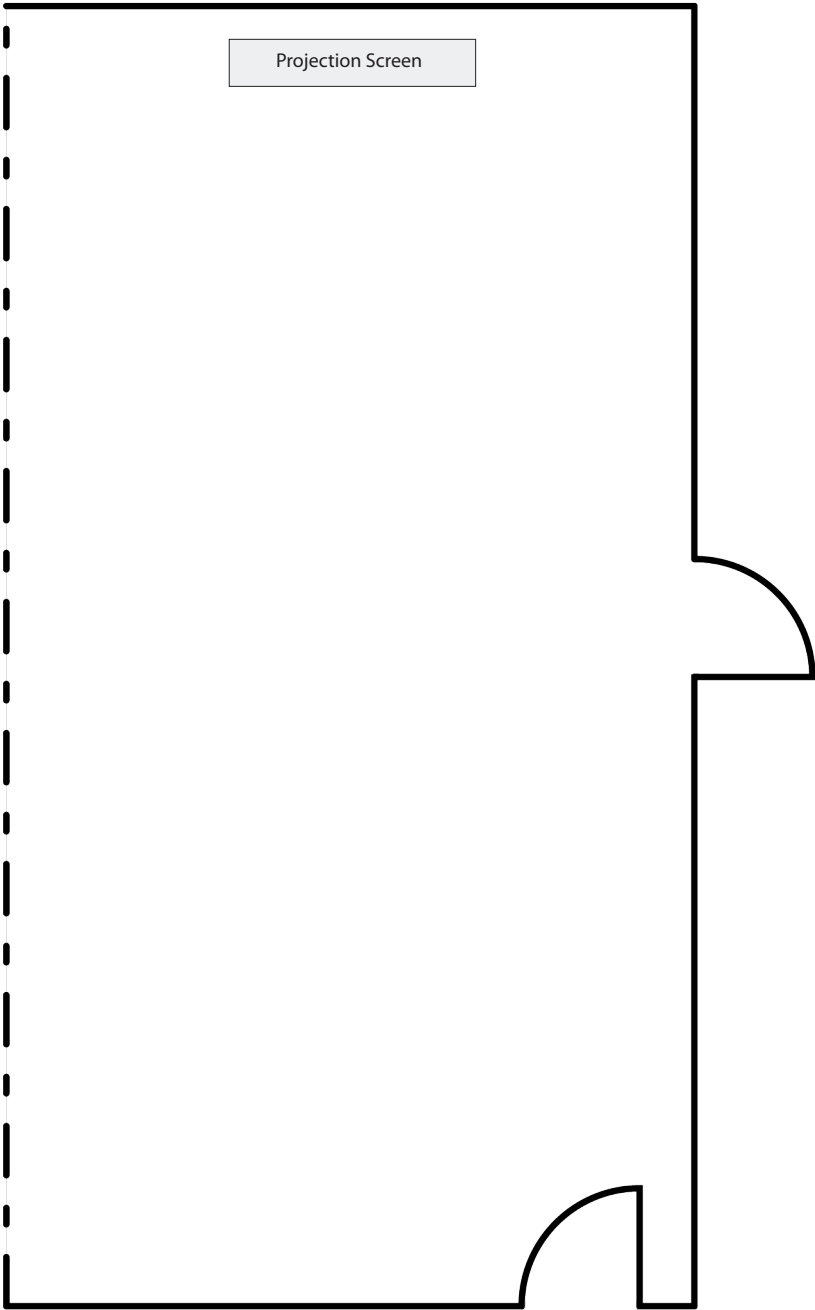


# Chamberlain Student Center Room 221C

Organization: \_\_\_\_\_

Representative: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Number of Participants: \_\_\_\_\_



X = Chair

□ = Table

Number of Tables \_\_\_\_\_

Number of Chairs \_\_\_\_\_

All reservations in room 221C come standard with a laptop and projector screen. Please use the space below to indicate any additional set up requests. This form must be submitted at least one week (5 business days) prior to your event date.