

CONFERENCE ROOM REQUEST FORM

COMMUNITY SERVICE BUILDING

Return Completed Form: Requests@CSBCorp.org, Suite 201 or Front Desk

Today's Date: _____

Organization Name: _____

Meeting Requestor Name: _____

Email: _____ Phone: _____

Meeting Name: _____

Meeting Requests: Phone Whiteboard Monitor

Additional Comments: _____

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u># of Attendees</u>	<u>Assigned Room</u>	<u>CSB Approval</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

IF EXPECTING OUTSIDE ATTENDEES, PLEASE SUBMIT A GUEST LIST TO THE FRONT DESK.

Conference Rooms are only available to CSB Tenants during CSB business hours.

*Tenants may **not** host meetings for outside organizations.*

Wi-Fi access information is posted inside each room.

If a specific room request is noted, it will be considered but not guaranteed.