

# COMMUNITY SERVICE BUILDING

## CONFERENCE ROOM REQUEST FORM

**Return Completed Form: [Requests@CSBCorp.org](mailto:Requests@CSBCorp.org), Suite 201 or Front Desk**

Today's Date: \_\_\_\_\_

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

Meeting Requestor Name: \_\_\_\_\_

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

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

Requests:  Phone  Whiteboard  Monitor Tutorial (prior to meeting day)

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.**

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*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.*

*All Conference Rooms have monitors.*

*Monitor tutorials are offered prior to your meeting day. Email [Requests@CSBCorp.org](mailto:Requests@CSBCorp.org) to book.*

*Limited AV assistance may be available on meeting days and can be requested at Front Desk.*