

MEETING SPACE REQUEST FORM

VISIT US ONLINE! <http://www.20thfss.com>

NOTE: PLEASE COMPLETE A SEPARATE FORM FOR EACH MEETING SPACE REQUESTED. FILL OUT FORM COMPLETELY AND BE SPECIFIC. COMPLETING THIS FORM DOES NOT CONFIRM RESERVATION. A WRITTEN RESPONSE IS REQUIRED FROM THE REQUESTED FACILITY TO COMPLETE THE RESERVATION. PLEASE CALL THE FACILITY FOR MORE INFORMATION.

Request Date: _____

Your information:

Name:

E-mail:

Organization:

Phone Number:

Event information: Please fill in completely and be SPECIFIC!

Event Name:

Requested Facility:

Total Days Needed:

Total Attendees:

Location/Room:

Request Purpose and Additional Information:

Please provide as much detail as possible.

Schedule Matrix

	Date	Start Time	End Time
Mon.			
Tues.			
Wed.			
Thus.			
Fri.			
Sat.			

Additional Requests: Mark where applicable.

NOTE: NOT ALL FACILITIES HAVE THE BELOW LISTED ITEMS AVAILABLE. PLEASE CHECK WITH INDIVIDUAL FACILITY FOR HOURS OF OPERATION.

- | | | | | | |
|--------------------------------|--------------------------|-----------|--------------------------|------|---|
| Podium | <input type="checkbox"/> | Tables | <input type="checkbox"/> | QTY: | <input style="width: 50px;" type="text"/> |
| Whiteboard | <input type="checkbox"/> | Chairs | <input type="checkbox"/> | QTY: | <input style="width: 50px;" type="text"/> |
| AV Equipment / Projector / TV | <input type="checkbox"/> | Desks | <input type="checkbox"/> | QTY: | <input style="width: 50px;" type="text"/> |
| Internet / Shared Drive Access | <input type="checkbox"/> | Computers | <input type="checkbox"/> | QTY: | <input style="width: 50px;" type="text"/> |
| Other (include in description) | <input type="checkbox"/> | | | | |

The following facilities are available for meeting space requests. Please contact each facility for more information.

[click->Airman & Family Readiness Ctr \(A & FRC\)](#) ~ 524 Stuart Ave. ~803-895-1252/53 ~ afrc@20thfss.com

[click-> McElveen Library](#) ~ 400 Shaw Dr., Bldg. 827 ~ 803-895-4518 ~ library@20thfss.com

[click-> Shaw Community Center](#) ~ 413 Recreation St. ~803- 895-3382 ~ communitycenter@20thfss.com

[click-> Spratt Education Center](#) ~ 398 Shaw Dr. ~ 803-895-1838/36 ~ edcenter@20thfss.com

SAVE AND SEND!

1. **Rename** and **Save** completed form on your computer.
2. You may Attach one, or multiple forms in your e-mail.
3. E-mail to selected facility and await confirmation of reservation.
4. Click Reset Form Button and repeat instructions for next request.