

# LOD ROOM REQUEST FORM

TODAY'S DATE: \_\_\_\_\_

New Request

Change Original Request

Cancellation

NAME OF ORGANIZATION/CLUB: \_\_\_\_\_

PERSON TO CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_

ROOM ASSIGNED: \_\_\_\_\_

DATE OF MEETING: \_\_\_\_\_ TIME: \_\_\_\_\_

NUMBER OF PEOPLE (Aprox.): \_\_\_\_\_

ADDITIONAL REQUESTS (PLEASE PRINT NUMBER):

REGULAR COFFEE: \_\_\_\_\_ DECAF COFFEE: \_\_\_\_\_ HOT WATER: \_\_\_\_\_

TABLE(S) FOR FOOD: \_\_\_\_\_ MICROPHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**LOD STAFF WILL PERFORM CLEAN UP OF COFFEE POTS AND  
REMOVAL OF GARBAGE.**

**PLEASE BE RESPONSIBLE FOR YOUR OWN CLEAN UP.**

**THIS OFFICE MUST BE NOTIFIED OF ANY MODIFICATION OR  
CANCELLATION OF THIS MEETING.**

**EVERY CLUB AND ASSOCIATION IS RESPONSIBLE TO PROVIDE THEIR  
OWN SUGAR, STIRRERS, CUPS AND ALL SUPPLIES THAT THEY NEED  
FOR THEIR MEETING.**

**COFFEE MUST BE BROUGHT TO THE LOD OFFICE AL LEAST TWO  
WORKING DAYS BEFORE THE MEETING.**