



St. Leonard
A FRANCISCAN LIVING COMMUNITY

Room Reservation

Request & Release Agreement

Today's Date

Date of Event

Department

Day of Event

Event Name

Time of Event Beginning & Ending

Room(s) to be reserved

Request By

Date Reservation Confirmed or Denied

Requestor Phone

Reservation Confirmed or Denied By

Number of Guest

Setup Instructions

Special setups require approval from Environmental Services before confirmation.

- No Setup Needed
- Theatre
- Straight Classroom
- U-Shaped
- Banquet with Tablecloths
- Registration Table
- Other (Please provide details below)

Equipment Setup Instructions

Special setups require approval from Environmental Services before confirmation.

- Podium
- Microphone/Wireless Microphone
- Projector/Computer
- Flip Chart
- Music
- TV/DVD
- Other (Please provide details below)

