

REQUEST FOR USE OF BOARDROOM

Individual requesting/responsible for room: _____

Name of workshop/group: _____

Date requested: _____

Time: _____

The following procedures should be followed for use of the Board Room:

- Board Room should be left in the same order as found with tables and chairs returned to original positions.
- Person responsible for room should make their final exit through the double doors to be sure they are securely locked, whether leaving during work hours or after hours.
- **Carpooling must be encouraged. Due to limited parking at the CO, participants should meet at their schools and share a vehicle. PLEASE CALL DR. MIKE MURRAY FOR PARKING INFORMATION BEFORE MAKING ARRANGEMENTS.**
- Coffee pot should be turned off, pots rinsed out and dishes cleaned and put away.
- Lights should be turned off.
- When room is needed for after hours or weekends, contact Robin Smith to make arrangements for a key
- Because meetings are often scheduled on the same day at different hours, please adhere to schedule

I agree to the above procedures.

_____ Signature

_____ Date

Thank you,

Mike Murray
Associate Superintendent