



Seminar Room Reservation Form

Name: _____

Department: _____

Email Address: _____

Phone Number: _____

Date Reserved: _____ Time: _____

Purpose: _____

I agree:

- To leave the area same condition as I found it.
- To double check for any belongings that may have forgotten on the table or in the seminar room.
- To make sure the coffee pot and tea kettle are unplugged (TLC staff will be responsible for clean up the kettle & coffee pot).
- To make sure the seminar room and front main door are closed.
- To not remove any TLC equipment from the room
- To be responsible for the equipment in current condition.

Signature _____

Date _____

TLC Staff Signature _____

Date _____