



**Internal Room Reservation & Catering Request Form**

**Contact Information**

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Name of Group or Department: \_\_\_\_\_

Requestor (most likely your supervisor/director): \_\_\_\_\_

**Room Reservation**

*Any changes or cancellations must be submitted **48 hours** prior to the event. Setup and clean up time will be added automatically if equipment or catering is needed.*

No room reservation

Date of Event: \_\_\_\_\_ Title of Meeting or Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Start Time: \_\_\_\_\_ Additional Setup Time Needed: \_\_\_\_\_

End Time: \_\_\_\_\_ Additional Clean Up Time Needed: \_\_\_\_\_

Preferred Room (maximum number of people; room specific technology available):

*Marion Center*

*Yamhill Center*

- Madrona Room (16)
- Marion Conference Room (80; Interactive Video Conferencing)
- Oregon Room (30; Interactive Video Conferencing)
- Pine Room (16)
- Polk Conference Room (22; Interactive Video Conferencing)
- Pringle Room (24)
- Willamette Room (125; Interactive Video Conferencing; Microphone/Audio System)
- Willow Room (8)

- Cozine Room (48)
- Palmer Room (10)
- Trask Room (10)

Room Style Setup:

[See Setup Diagrams](#)

- Classroom (4 chairs per table facing forward)
- Classroom with Aisles (4 chairs per table facing forward)
- Hollow Square (4 chairs per table)
- Cluster (8 chairs per cluster)
- Chevron (4 chairs per table facing forward)
- Theater (Chairs only)
- Solid Square (10-12 chairs)
- Solid Rectangle (10-12 chairs)
- Other (please specify under *Additional Requests or Information* on page 3)

Needs:

*Additional Tables*

- Food Table
- Presenter’s Table
- Registration Table

*Technology*

- Cart of Laptops (15 computers per cart; 2 carts maximum)
- Conference Phone
- LCD Projector
- Microphone/Audio System (Available in the Willamette Room only)
- Overhead Screen
- TV/DVD/VCR
- IVC (Interactive Video Conferencing available in the Marion, Oregon, Polk, and Willamette Rooms only)

**Catering**

All catering requests must be submitted **6 working days** prior to event. Any changes or cancellations must be submitted **48 hours** prior to the event.

[See Catering Menu](#)

- No catering

Breakfast: \_\_\_\_\_ Serving Time: \_\_\_\_\_  
Breakfast Buffet, Deluxe Breakfast Buffet (Minimum 10); etc.

Lunch: \_\_\_\_\_ Serving Time: \_\_\_\_\_  
Classic/Gourmet Box Lunches, Luncheon Buffets (Minimum 10); etc.

Dinner: \_\_\_\_\_ Serving Time: \_\_\_\_\_  
Specialty Buffets (Minimum 10); etc.

Other: \_\_\_\_\_ Serving Time: \_\_\_\_\_  
Beverages; Miscellaneous; etc.

## Additional Requests or Information

If a special catering arrangement is desired, please send a diagram.

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## Approval and Billing Information

\* Indicates a required field for billing information.

\* Department: \_\_\_\_\_

\* Budget Code with Account Number to be Charged:

Catering	___ - ___ - ___ - ___ - 410
Cart of Laptops	___ - ___ - ___ - ___ - 310

\* Administrator Approving Request: \_\_\_\_\_

### Send form to:

**Jayne Frey**  
Phone: 503.385.4504  
jayne.frey@wesd.org

## Please Note

Each department/program should retain a copy of this request for record keeping.

To request a change, please submit the *Room Reservation and Catering – Request a Change* form. Changes may include catering, number of attendees, room reservations, technology, event start or end time, event date, cancelations, etc.

Submitting this form does not guarantee the room or technology will be available for your event. Please wait for confirmation from Jayne Frey that your event information has been scheduled.