

**EDUCATIONAL SERVICES FACILITY
BUILDING USE
SET-UP FORM**

Title of Workshop _____

Please print this form and submit to **Bernice Hills**-ESF, **at least** one week prior to the meeting. If this meeting is cancelled, it is your responsibility to contact Suzie Gilmore in the office of Facilities Management Services Development so that she can make the room(s) available for others. Thank you.

Room #	<input type="text"/>	Date of Request	<input type="text"/>
Requester	<input type="text"/>	Date of Training	<input type="text"/>
Contact	<input type="text"/>	Time of Training	<input type="text"/>
Phone # (ext)	<input type="text"/>	# of Participants	<input type="text"/>

If audio visual needs include LCD projector, laptop with internet connection/AS400/PowerPoint; a copy of this form should be sent to the **Help Desk** one week prior to session for set-up assistance.

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Training Room Lunch Times are on the Quarter Hour; (11:45, 12:15, 12:45); please try to use these times when you are training. ESF Employees go to lunch on the Half-Hour.

*If your meeting will be held on the weekend, you must submit a request for A/C at least 72 hours in advance at <http://plantops.intranet.brevard.k12.fl.us/maintform/>.

*If your class is scheduled on a *Saturday*,