

## CONFERENCE ROOM BOOKING FORM

**Reservation Date:**

**Reservation Time:**

Employee Information		
<b>First Name</b>	<b>Last Name</b>	<b>Employee ID</b>
<b>Email Address</b>	<b>Phone Number</b>	<b>Department</b>

Conference Room Reservation Details	
<b>Conference Room Name</b>	
<b>Please provide a brief description of the room use and agenda</b>	