

## After Hours/Weekend Conference Room Reservation Agreement Form

- > Complete form and send as an attachment to [events@ien.gatech.edu](mailto:events@ien.gatech.edu).
- > For questions or visitation inquiry, please contact Rasha Shawky at 404-385-0276 / 404-894-5100.
- > If you are submitting a check or cash deposit, please provide form and deposit at time of initial site visit.

GT Department / Group Name

|      |       |       |
|------|-------|-------|
| Name | Phone | email |
|------|-------|-------|

**Deposit Method:**

|                           |        |
|---------------------------|--------|
| PeopleSoft Project Number | Doc ID |
|---------------------------|--------|

\$250 Deposit Required for Student Organizations (make checks payable to Georgia Institute of Technology)

|      |       |
|------|-------|
| Cash | Check |
|------|-------|

|                   |                |
|-------------------|----------------|
| Date(s) Requested | Room Number(s) |
|-------------------|----------------|

|                   |                     |
|-------------------|---------------------|
| Time(s) Requested | Estimated Attendees |
|-------------------|---------------------|

|                         |         |         |           |         |
|-------------------------|---------|---------|-----------|---------|
| *Set-up Style Requested | Theater | Banquet | Classroom | U Shape |
|-------------------------|---------|---------|-----------|---------|

I have read the Institute for Electronics and Nanotechnology Conference Room Policies and Procedures and agree to comply with these requirements.

|            |                    |
|------------|--------------------|
| Print Name | Signature and Date |
|------------|--------------------|

|                    |                          |                                   |
|--------------------|--------------------------|-----------------------------------|
| *Service Requested | IEN Attendant (optional) | Facilities Setup/Reset (optional) |
|                    | Security (optional)      | Custodial (mandatory on weekends) |

\* All service fees require four-hour minimum charge and are subject to change

Notes: