

After completing the form on the next page, please email it to:

claudia.lammers@co.monmouth.nj.us

Do not concern yourself with the field asking for a signature. Thanks.

PLEASE OBSERVE THE FOLLOWING RULES - REVISED 3/2019

- Make room reservations a minimum of 2 weeks in advance – **24 hr. notification for Cancellation**
- B&G reserves the right to relocate a scheduled event to a different meeting room or date.
- If you rearrange the room – restore to original arrangement before leaving.
- No food or drinks in conference rooms.

Reservation Form for AG Building Meeting Rooms

EVENT NAME			
Meeting Date			
Start Time		End Time	
Number of Attendees			
CONTACT PERSON			
Dept/Agency Name			
Phone			
Email			
CHECK MEETING ROOM(S) NEEDED:			
Conf Room 1 (48 w/tables-80 w/chairs)		Front Lobby	
Conf Room 2 (40 w/tables-70 w/chairs)		Rear Lobby	
Full Conf Room (88 w/tables-130 w/chairs)		Whole Building	
Kitchen Classroom (25 w/tables)		Lunchroom (40 w/tables)	
Rutgers Conf Room (Dept. use only)		Outside Building	
DETAILS OF REQUIRED SET UP			
Bring all <u>cords</u> & <u>adapters</u> required for your <u>laptops</u>			
ITEMS REQUESTED:		Use space below to draw the lay-out of how you'd like the room to be set up	
	Table & Chairs		
	Chairs Only		
	Tables Only		
	Head Tables & Chairs		
	Lobby Tables for Refreshments/Displays		
	Other		
Signature		Date	