



Please return this form to Treehaven 2 weeks prior to your visit

Facility Use Form

Who and When

Name of Group _____ Total number in-group _____
 Contact Person _____ Phone number of contact person _____
 Arrival Date _____ Arrival Time _____ Departure date _____ Departure time _____

The Classroom/Meeting Center

Facility/Site Use Fee – \$5.00 per person/day – includes use of scheduled meeting rooms, equipment, lounge, computer room, coffee, tea, dispenser soda and trail pass.

Please provide the necessary information for those rooms you choose to use.

If you would like suggestions as to which rooms would serve your needs best call Treehaven.

Day & Time	Room	Cap. w/out tables	# of people in room	Arrangement (use back or attach extra sheet if necessary) <i>Describe desired set-up of chairs and tables – see back for examples</i>	Equipment Needed <i>Please list – see back for list</i>
	200A	40			
	200B	40			
	200 (undivided)	80			
	201	25			
	203	25			
	201/203 (undivided)	60			
	205	20			
	Library	12			
	105	20			
	107	20			
	105/107 (undivided)	60			
	109 computer lab	12			
	Sylvester Auditorium	150			

Arrangement/Room Set Up

- Theater Style (chairs set up facing front)
- Classroom Style (chairs with tables facing front)
- Open Square (tables placed in square with chairs around)
- Open U (tables placed in U Shape with chairs around, opening facing front)

• Other – _____

Note: Rooms with Sinks: 205 and 203

Equipment Available

- Slide projector
- Screen
- LCD projector with VCR
- LCD projector with Computer
- Overhead projector
- Whiteboard
- Easel w/paper
- TV/VCR
- Speaker Phone
- Podium