



**ALEXANDRIA MAIN CAMPUS CONFERENCE ROOM
Large Room**

RESERVATION FORM

(Internal Use Only)

Please complete the following information and provide completed form to the Customer Service Representative at the Alexandria Main Campus at least **One Week** prior to the requested use. Reservations will be on a first come-first served basis.

Person Requesting:

CLTCC Department:

Date Needed: Time Needed:

Please describe the event taking place (Ex: leadership meeting, bid opening, etc.):

Date/Time Request Received: _____

Reservation Accepted/Scheduled Reservation Denied (Conflict of Date/Time)

Notification will be provided if reservation is in conflict.