



Event Registration Form

To reserve a room at the Lake Erie Center please complete this form sign and return to Pamela Struffolino. Document can be scanned and submitted electronically to lakeeriecenter@utoledo.edu

Completion of this form does not guarantee your reservation. If the requested date/space is not available, a staff member will contact you to determine an alternative solution. Once a reservation has been made and approved, you will receive a confirmation via email that will include further instructions. Requests must be submitted a minimum of 28 days prior to meeting/event.

Use of rooms is restricted to the following: Monday – Friday 8:30am – 5:00

Special Notes: Rooms are set up in a configuration for the Lake Erie Center’s use. If you need a different set up, you may move the tables and chairs but it is your responsibility to return the rooms to the original set up (requires 2 people). Please pick up tables and chairs to move them. All table and chairs need to be wiped with cleaner after your use and all garbage must be taken to the dumpster.

There is a \$50.00 fee for all room rentals (discounted for UT functions). Please call 419-530-8360 or email; lakeeriecenter@utoledo.edu for payment arrangements .

Please type or print clearly.

Event Representative _____ Phone Number _____

Representative’s email _____

Title of Event/Meeting _____

Event Date _____ Day of the week _____ Start Time _____ End Time _____

Estimated Attendance _____

Preferred Location: Lake Erie Room (#155) Maumee River Room #153)

 Bay Conference Room Teaching Classroom

Will food be served at this Event? Yes No Type of food (pizza, snacks, full meal) _____

Please indicate the food provider** _____

**A suggested list of caterers can be found on our website; <http://www.utoledo.edu/nsm/lec/facilities/classrooms.html>

Please note any additional equipment your event requires (i.e. A/V, projector, conference phone, GoToMeeting). We set up equipment however if you need a technical person to help with your meeting there is an extra charge of \$25.00 per hour. **TO AVOID CHARGES, CANCELLATIONS MUST BE MADE 72 HOURS IN ADVANCE BY CALLING 419-530-8360 OR EMAILING lakeeriecenter@utoledo.edu**

Your signature signifies that you have read and agree to the terms of this document.

Signature _____ Date _____