

**Chapman Center Meeting Room Reservation Request**

Please complete and return the reservation request for review and approval. Completed request forms should be sent to Jennifer Walker at [jennifer.walker@aliviacare.com](mailto:jennifer.walker@aliviacare.com) or you can fax your completed form to Jennifer at 904-407-6036; please allow 48 hours for a response.

The Chapman Center hours of operation are Monday-Friday, 8:00 AM to 6:00 PM. Exceptions for afterhours events are considered based on our ability to staff the event outside of normal business hours.

Cost of using the rooms: 1-2 Rooms \$25, All Three Conference Rooms \$50, Board Room \$25.

**Meeting Owner**

Each meeting owner is responsible for the protection of the furniture and equipment for their meeting. Rooms should be inspected by meeting owner before and after their meeting. Room/equipment set up should not be changed, unless otherwise indicated below.

<b>Name of Organization or Group Requesting Meeting Space:</b>
<b>Title &amp; Purpose of Meeting:</b>
<b>Contact Information of Person or Persons Requesting Meeting Space:</b>
Primary Contact Name:
Preferred Method of Contact:
• Phone:
• Email Address:
Secondary Contact Name (if applicable)
Preferred Method of Contact:
• Phone:
• Email Address:

<b>Meeting Information:</b>			
Date of Meeting:			
Number of Guests Attending:			
Start Time of Meeting: (1 hour will be added to the start time for setup)		End Time of Meeting: (1 hour will be added to the end time for cleanup)	
Will this be a recurring meeting (choose one)?	Yes		No
If yes, recurrence pattern (choose one):	Daily	Yes	No
	Weekly	Yes	No
	Monthly	Yes	No
	Yearly	Yes	No
Day of the week meeting will recur (choose one):	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday		
Range of Occurrence:	Start Date:		
	End Date:		
	End after _____ (# of occurrences)		
	End by:		
<b>NOTE: Guests are responsible for clean up at the end of their event, including wiping down surfaces, disposal of trash and putting the furniture back where it was when they arrived.</b>			
<b>Please note that social distancing is highly recommended.</b>			
Room A (25 or less maximum number of people allowed)			
Room B (25 or less maximum number of people allowed)			
Room C (25 or less maximum number of people allowed)			
<b>Board Meeting Room (8 maximum number of people allowed)</b> <b>Board Meeting Room setup cannot be changed. No food or beverages will be allowed in the Board Meeting Room.</b>			

<b>Equipment Requests:</b>		
<b>All rooms are equipped with a Cisco Speakerphone and a PC with PowerPoint. If you required the use of our equipment, an IT Department representative from our organization will be on site for your meeting. Each computer in the conference rooms has PowerPoint 2007 as well as the necessary add-ins for WebEx. DVD movies are set up to be played form the computers.</b>		
Flip Chart	Yes	No
Wireless Mouse	Yes	No
Wireless Keyboard	Yes	No
Star Phone	Yes	No
Specific IT Requests (please specify in the space provided below)***	Yes	No
Other (please specify)  _____  _____  _____	Yes	No
<b>Beverage Requests:</b>		
Coffee – Regular	Yes	No
Coffee – Decaf	Yes	No
Water	Yes	No
<b>Catering Kitchen</b>		
Will access to the Catering Kitchen be needed?	Yes	No
Use of refrigerators required?	Yes	No
Use of warming over required?	Yes	No
<b>IT Requests:***</b>		