



Request for ROOM BOOKING

Requests must be made at least five (5) business days in advance

Today's Date: _____

Group: _____

Contact Person: _____

Email: _____

Phone: _____

Key (if required) will be picked up from Security by: _____

Name & Description of Event: (*eg: meeting, presentation*) _____

Name & Description of Event: _____

Date of Meeting: _____

Day of Week: _____

Start time: _____ End time: _____

Expected attendance: _____

Room preference: #1 _____

Room preference: #2 _____

Room preference: #3 _____

Special Requests: _____

Email completed form to booking@sardc.ab.ca