

FACULTY DINING ROOM

Reservation Form

For Faculty Use ONLY

Available from 4 pm- 10 pm - Monday thru Thursday

Thank you for selecting the Faculty Dining Room for your event. In order to make your event go as smoothly as possible, please answer the following questions for us. We must have this information **before** we can book your event.

Please return this form to our office or fax it to X80290 or (909) 558-0290

CONTACT INFORMATION

Today's date: _____ (mm/dd/yyyy)

Contact Name: _____

Department: _____

Phone: _____ (xxx)xxx-xxxx Fax: _____ (xxx)xxx-xxxx

Pager: _____ Cell: _____ (xxx)xxx-xxxx

Email address: _____

EVENT INFORMATION

Name of Event: _____

Number of people: _____ Event date(s): _____

Starting time: _____ AM PM Ending time: _____ AM PM

CATERING NEEDS

AFTERNOON SNACK DINNER

No outside food is allowed. Only University Catering can cater your event.

Room is to be reserved AS IS.

Media Services available for \$25.00 per hour charge