



STATE OF DELAWARE
DIVISION OF LEGISLATIVE SERVICES | LEGISLATIVE COUNCIL
 Dover, Delaware 19901
 302-744-4114

TATNALL CONFERENCE ROOM RESERVATION REQUEST FORM

Complete form, including signature, and e-mail to DGA_Reception@delaware.gov

Room being requested: _____ Number of Attendees: _____

Event Date: _____ Start Time: _____ Stop Time: _____

Person Reserving Room / Meeting Name: _____

Phone Number: _____ Email Address: _____

RESERVATION POLICY

§ 1. Availability.

- (a) Reservations from outside agencies are *not* accepted on days the legislature is in session.
- (b) Legislative needs supersede outside agencies; we reserve the right to cancel a reservation with 48-hour notice.

§ 2. Conference Room Details.

- (a) Room 112 has a maximum occupancy of 52 people. This room is set up conference style with 20 chairs around the tables and 32 chairs around the perimeter of the room.
- (b) Room 113 has a maximum occupancy of 18 people. This room is set up conference style with 18 chairs around the tables.
- (c) **Maximum occupancy of the room is by order of the Fire Marshal.**
- (d) Do not add or remove chairs or tables from the rooms. If the room is not set-up correctly, please notify the Division at (302)744-4114 immediately.
- (e) The signee is the responsible party and must be in attendance at the meeting.

§ 3. Audio/Visual Equipment.

- (a) Room 112 contains a conference phone.
- (b) Rooms 112 & 113 contain drop-down projector screens.
- (c) Conference room equipment in room 112 is reserved for legislative use only.

I _____ (print or type name) accept responsibility for the reserved room in the Tatnall Building. I will be onsite for this meeting and I will not allow the capacity to exceed the limits established by the Fire Marshal. I will be responsible for the condition of the room, making sure there are no food, beverage, or other items left in the room. I agree to return the room to the condition in which it was found. **Failure to comply with the above terms will result in denial of future reservation requests.**

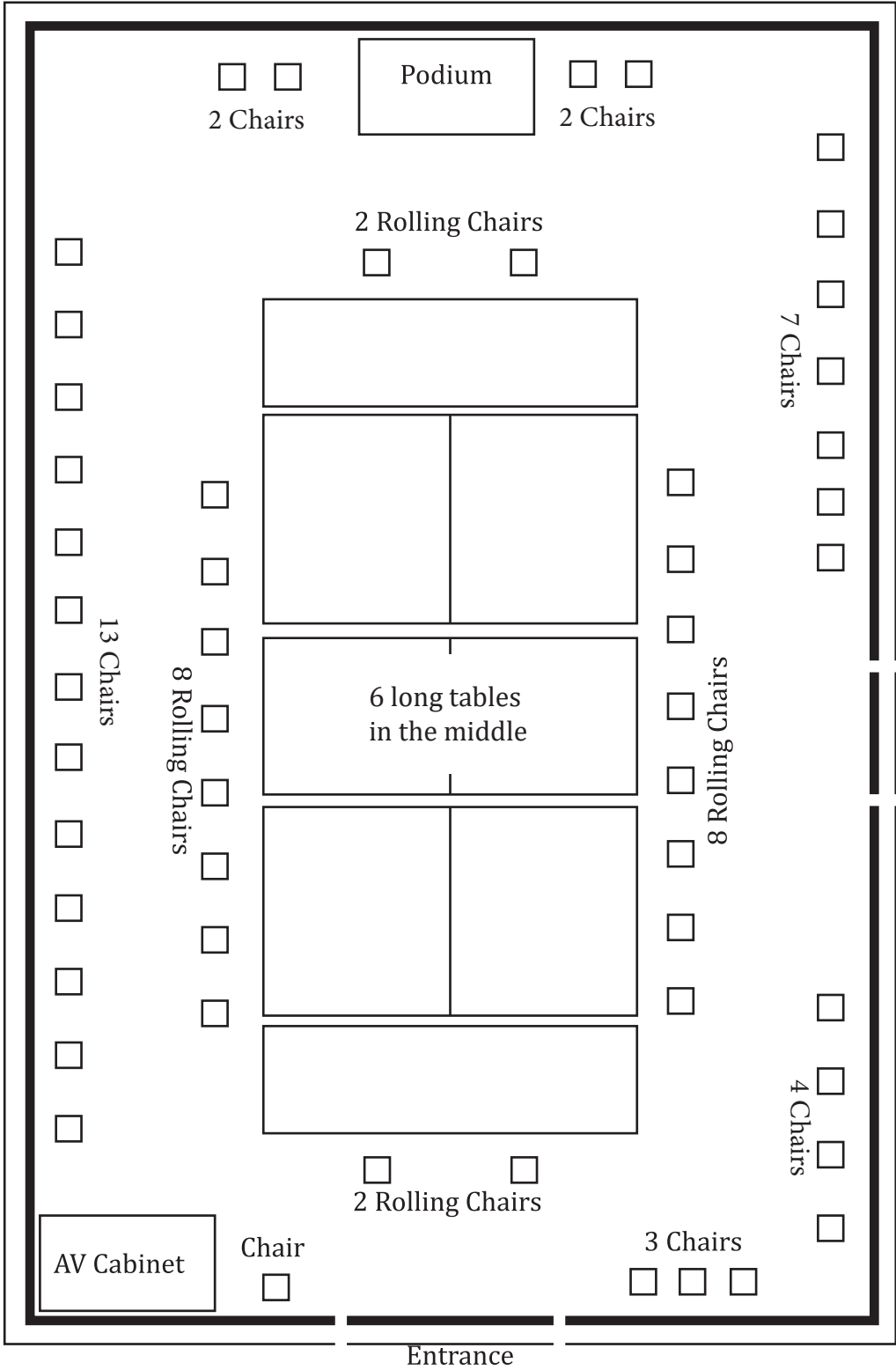
Please check if you plan to serve refreshments at your meeting.

Signature

Date

Tatnall Room 112

Inventory: 20 wheeled chairs/32 stationary chairs for a total of 52
6 long tables/ 2 short tables/ Podium



Tatnall Room 113

Inventory: 18 wheeled chairs around 6 long tables/ 2 short tables
Podium/ Secretary Cabinet/ 2 Prep Tables

