

# AMSTI-AU TRAINING RESERVATION FORM

Please FAX to 334-737-5013 or send via email to Joel Hill: jth0008@auburn.edu

Please include the following information in order to request an AMSTI-AU room reservation:

Name of group requesting space: \_\_\_\_\_

Type of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time of event (from-to): \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Number of tables needed: \_\_\_\_\_

Any other needs, or pertinent information: (audio/visual, internet, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note the following:

- \* The AMSTI-AU building does not open until 7:45am each day and will close at 4:45pm. If additional time is needed for event set up, arrangements should be made prior to the event.
- \* The capacity of each of our available rooms are as follows:
  - Conference Room: 15
  - Training Room #2: 30
  - Training Room #1: 100
  - Training Room #3: 40
- \* The first four parking spaces are reserved for staff. Please inform your participants/attendees to refrain from parking in those spaces.
- \* Only AMSTI-AU staff are allowed to prepare the training spaces. If a specific table arrangement is required, please inform us above or draw a diagram in the box below.