

North Jacksonville Office Meeting Room Reservation Request

Please complete and return the reservation request for review and approval. Completed request forms should be sent to Tina Spradlin at tspradlin@communityhospice.com.

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

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.

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

Meeting Information:					
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 <input type="checkbox"/>		No <input type="checkbox"/>	
If yes, recurrence pattern (choose one):		Daily	Yes	<input type="checkbox"/>	No
		Weekly	Yes	<input type="checkbox"/>	No
		Monthly	Yes	<input type="checkbox"/>	No
		Yearly	Yes	<input type="checkbox"/>	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:			
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.					
Please note that social distancing is highly recommended.					
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Equipment Requests (3 days prior notice required please):
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.

Flip Chart	Yes	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
Wireless Mouse	Yes	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
Wireless Keyboard	Yes	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
Star Phone	Yes	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
Specific IT Requests (please specify in the space provided below)***	Yes	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) _____ _____ _____	Yes	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>

Beverage Requests (2 days prior notice required please):

Coffee – Regular	Yes	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
Coffee – Decaf	Yes	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
Water	Yes	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>

Catering Kitchen

		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Use of refrigerators required?	Yes	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

IT Requests:* (3 days prior notice required please)**
