



## **MEETING ROOM RESERVATION FORM**

Business Name: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date Ordered: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Time Needed: from: \_\_\_\_\_  am  pm to: \_\_\_\_\_  am  pm

Number of People: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### **MORRIS MANAGEMENT USE ONLY**

Reservation Booked: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

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