

CONFERENCE ROOM REQUEST FORM

Dated: _____

Re: Premises: 1325 Franklin Avenue, Conference Room, Garden City, New York

From (please include Company Name and Location):

We understand that charges will be applied for the use of the Conference Room as follows:

- \$175.00 per half a day (8:00 AM thru 12:00 Noon or 12:00 Noon to 4:00 PM).
- \$300.00 per full day (8 hours maximum).

We would like to request the use of the conference room on the following dates and times:

_____ Date _____ Time

_____ Date _____ Time

_____ Signature _____ Print Full Name

_____ Contact Phone Number _____ Contact E-Mail Address

Landlord Use Only:

Approved _____

Not Approved _____

_____ Signature

_____ Date