



FUNCTION AGREEMENT

To reserve the Highland Pointe Conference Room, this form must be completed, signed, and e-mailed to nconrad@millbrookrec.com to the Management Office within five business days prior to the reserved date.

Company Name / Organization:	
Contact Name:	
Telephone Number:	Fax Number:
Date of Event:	
Time Period of Event:	Set-up Time:
Number of Attendees:	

Please check one: ☐ 377 Building – 1st Floor Conference Center, Suite 115 (accommodates 60 people)
☐ 377 Building – L1 Conference Center (accommodates 30 people)

Food and Beverage Requirements:

Tenant should handle all food and beverage requirements. Room should be left in clean condition with all trash discarded in receptacles and catering equipment removed.

Set-Up: Please circle the style you are requesting.

- U-Shape (facing whiteboard)
- Classroom (facing whiteboard)
- Other (please specify)

Audio & Visual: Please circle any of the following equipment you will need:

- Audio Conferencing Equipment
- Overhead Projector (only available in the 377, 1st fl. conference room)
- Wireless Internet Access (Network User: LL Conf Room; PW: Millbrook377)

Building Access: Please circle if applicable.

- Key sign-out required
- Onsite Personnel required

I have read and acknowledge the Policies and Procedures for the Highland Pointe Conference Room and agree to abide by said policies and procedures.

Tenant Signature

Date