**MIDWEST LATIN AMERICAN DISTRICT ROOM RENTAL REQUEST**

Contact Name: (person requesting room) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Room Location:** 🞎 District Office Conference Room 🞎 Oak Brook Community Church 🞎 Other \_\_\_\_\_\_\_\_\_\_\_\_

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Set Up Time (when you plan to arrive and set up): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Estimated Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Set-Up**

🞎 Food planned

🞎 Audio/Visual planned

🞎 Projector/screen 🞎 microphone(s), Qty: \_\_\_\_ 🞎 other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 Breakout Rooms needed. Quantity: \_\_\_\_\_ What is planned use for room(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Diagram Layout:**

🞎 Approved 🞎 Denied