



Reservation Request Form

If you need assistance completing this form, please call the Center for Nonprofit Management at 508-565-1856. Please fax this form to 508-230-3705.

Organization Name: _____

Organization Address: _____

Contact Name: _____

Contact Title/Relationship to Organization: _____

Contact Phone Number: _____

Contact Email: _____

Purpose/Name of Function: _____

Date(s) of Event: _____ **Expected Attendance:** _____

Start Time: _____ **End Time:** _____

Date Submitted: _____

Set-up information

The Brocktonian Room can hold up to 40 people in lecture style seating. Our recommended seating arrangement is a u-shape that will seat up to 25 people. The room is set-up with a projector screen and white boards. We also have a plug-in for a laptop and have a permanent projector installed. A DVD/VCR system is also available. Please indicate how you'd prefer the room to be set-up and any additional requests, including audio/visual requirements, for your event below:

Will you be ordering catering for this event? **Yes** **No**

All catering must go through the Catering Services department at Stonehill College.
Please contact Catering Services at 508-565-1616.

All events and room reservations to be conducted on the Stonehill College Campus require the completion of this reservation request form. Completion of this application does not imply approval from Stonehill College. Each facility request will be evaluated and the status of the request will be made available to the requestor by email. AS REQUESTOR YOU ARE RESPONSIBLE FOR ANY AND ALL FEES AND CHARGES INCURRED BY THAT EVENT. RESERVATIONS FOR THE BROCKTONIAN ROOM AT THE CENTER FOR NONPROFIT MANAGEMENT REQUIRE AN ORGANIZATION HAVE 501 (C) 3 STATUS.

Requestor Signature _____ Date: _____