



## **NCA Room Booking Request Form**

*\*New COVID Regulations*

### **Contact Information**

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

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Organization Name: \_\_\_\_\_

### **Room Choice**

- Training Room *\*Capacity 13 people (sits 12)*
- Large Conference Room *\*Capacity 9 people (sits 8)*
- Small Conference Room *\*Capacity 4 people (sits 3)*

### **Event Details (one form per event)**

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

Description: \_\_\_\_\_

### **Date Requested (times should include set-up and takedown)**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### **Attendance**

Estimated number of attendees: \_\_\_\_\_

### **Charging**

Charging attendees?      Yes      No

### **Audio/Visual Equipment**

- Computer Presentation using own laptop (HDMI connections available in Training Room and Large Conference Room only).
- Videoconferencing – (Available in Large Conference Room only).
- Teleconferencing – (Available in Large Conference Room only).
- Sound – (Available in Training Room and Large Conference Room only).

Return completed form to Mariah Ruiz at [Mariah@nvcontractors.org](mailto:Mariah@nvcontractors.org)