

**Robert E. Toomey Conference Facilities at GMH  
2020 Meeting Room Request Form**

**Meeting Information**

**Existing Meeting**

(scheduled in the conference center in 2019)

**New Meeting**

(2020 would be the first time in the conference center)

**Meeting Name**

*Fill in the meeting name as it will appear on the room sign.*

**Number of Attendees**

*Fill in the number of expected attendees.*

**Requested Room**

**Room Used in 2019**

**Audio/Visual Needs**

- Skype for Business  
 Videoconference

	<b>CC 1, 2, or 3</b>	<b>40 people</b>	<b>Tower Classroom 24 People</b>	<b>MSA</b>
	<b>CC 5 or 6</b>	<b>18 people</b>	<b>Tower Conf Rm 12 People</b>	<b>up to 188</b>

*\*Note that each of the rooms listed above have either a projector or a 70-inch monitor.*

**Contact Name**

*Fill in the name and contact information of person responsible for scheduling the room.*

**Phone Number**

**Email Address**

**Backup Contact Name**

*Fill in the name and phone number of person to contact in the case that you are unavailable.*

**Phone Number**

**Email Address**

**This Meeting Occurs**

*Only list time of the actual meeting. Setup or teardown time can be requested in the special needs section.*

**Time**

**From**

**to**

**Day(s) of the week**  
(Check all that apply)

- MON     TUES     WED     THUR     FRI     SAT     SUN

*and* **Weeks of the Month**  
(Check all that apply)

- 1st     2nd     3rd     4th     5th     Last (M,TU,W,TH or Fri) of the month  
(when applicable)

*and* **Months of the year**  
(Check all that apply)

- JAN     FEB     MARCH     APRIL     MAY     JUNE     **All Months**  
 JULY     AUG     SEPT     OCT     NOV     DEC

*or* **Other occurrence**

*Every other week beginning*

*or* **Specific Date(s)**  
(cont.)

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*Other (describe)*

**Holidays**

*This meeting will not occur on holiday dates noted below  
(Check all that apply and list other known dates)*

- New Year's Day      January 1, 2020      Wednesday
- \*  Day after New Year's      January 2, 2020      Thursday
  
- Memorial Weekend      May 22-24, 2020      Friday, Saturday, or Sunday
- \*  Memorial Day      May 25, 2020      Monday
  
- \*  4th of July      July 4, 2020      Saturday
  
- Labor Day Weekend      September 4-6, 2020      Saturday, Sunday or Monday
- \*  Labor Day      September 7, 2020      Monday
  
- \*  Thanksgiving Day      November 26, 2020      Thursday
- Day after Thanksgiving      November 27, 2020      Friday
  
- \*  Christmas Day      December 25, 2020      Friday
- Christmas Weekend      December 26-27, 2020      Saturday, Sunday
  
- \* = **GHS Holiday**

**List other known dates meeting will not occur**

**Special Needs or Comments**