MEETING ROOMS AT RIO GRANDE CANCER FOUNDATION

ROOM RESERVATION FORM

Please read carefully, sign the bottom of the page and email to bcazares@rgcf.org

The Rio Grande Cancer Foundation has two meeting rooms at our office, 616 N. Virginia, and are pleased to make them available for business and professional use Monday - Thursday from 9 am - 5 pm, and Fridays from 9 am - 3 pm, excluding holidays. Evening and Saturday use are considered on a case-by-case basis.

RESERVATIONS

Reservations must be made 2 weeks prior to your event. Please confirm your reservation via phone 7 days before the event. Failure to do so can result in automatic rescheduling or canceling of event. ***If you need to cancel your reservation, kindly notify us at least 24 hours in advance. If you do not cancel and do not use the facility, you nor your organization will be eligible for this service in the future.***

ROOM REQUESTED:

◯ Edmunds Conference Room: Seats 25

◯ J. Leighton Green, Jr. Classroom: Seats 30

MEETING ROOM FEES:

There is no charge for use of the rooms but consider a donation to our Foundation.

Nature of Event

Organization Name (if applicable)

Date of Event | Event Time *Allow 30 minutes for set-up* (Begin - End) | # Attendees

Set-Up Date *If different than event date* | Set-Up Time (Begin - End)

Contact Person | Email

Mailing Address | City | State | Zip

Telephone | Fax

Additional Arrangements:

Food and beverages allowed. Arrangements are made by organization requesting use of the room.

Both Meeting Rooms are equipped with LCD HDTV for Zoom Meetings and have USB ports for your presentation.

I, the undersigned, do understand:

- I, or the group that I represent, will assume all liability and will be billed for damages and cannot hold the Rio Grande Cancer Foundation liable in case any accident or injury should result during the use of the meeting rooms. Insurance coverage does not remove the liability assumed.
- I must contact the Foundation no less than 7 days prior to the event to confirm my reservation. Failure to do so can result in automatic rescheduling or canceling of my event.
- I may cancel my reservation 24 hours prior to my event. If I do not cancel and do not use the facility, I nor my organization will be eligible for this service in the future.

Renter's Signature | Date

RIO GRANDE CANCER FOUNDATION®