

MEETING ROOMS AT RIO GRANDE CANCER FOUNDATION
ROOM RESERVATION FORM

Please read carefully, sign the bottom of the page and email to cmartinez@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

Please submit the Reservation form at least 2 weeks prior to your event.

SEATING

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 please consider a donation to our Foundation.

Nature of Event

Organization Name (if applicable)

Room Requested: Edmunds Conference Room: Seats 25 J. Leighton Green, Jr. Classroom: Seats 30

Date of Event

Time (Beginning - Ends)

Attendees

Set-Up Date

Time (Beginning - Ends) *Please allow 30 minutes for set-up*

Contact Person

Email

Mailing Address

City

State

Zip

Telephone

Fax

Additional Arrangements: _____

Food catering/food is 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 that 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.

Renter's Signature

Date

