



# Marine Corps Association

The Professional Association for All Marines

715 Broadway Street  
PO Box 1775  
Quantico, VA 22134  
703-640-6161 (local) – 703-640-0823 (fax)

## 1<sup>st</sup> Floor Conference Room: Reservation Request Form

Updated: February 2008

If you have any questions or concerns regarding filling out this form, please contact Marie Juliano at 703-640-6161 ext 103. Please submit completed forms to [m.juliano@mca-marines.org](mailto:m.juliano@mca-marines.org). Thank you.

### Requestor's Information:

Point of Contact Name:				Today's Date:	/	/	
Unit or Organization:							
Address				Phone:	-	-	Ext
				Fax:	-	-	
Email:							
How should we confirm your request?	<input type="checkbox"/> Email	<input type="checkbox"/> Phone	<input type="checkbox"/> Fax	<input type="checkbox"/> Other			

- I have read and understand the MCA 1<sup>st</sup> Floor Conference Room: Information and Policy sheet.
- I understand that if I need to cancel or change my reservation, I must give at least 48 hours notice.
- I understand that it is my responsibility to ensure the Conference Room is left clean and tidy.
- I understand that I must ask all participants to park in the 2<sup>nd</sup> tier parking.
- I understand that any exceptions to these policies will be made on a case-by-case basis. Call Marie for more information, at Extension 303.
- I understand that failure to follow these policies will/may cause my unit/organization from not being allowed to use the Conference Room in the future.

### Meeting Details:

Title of Meeting:						**If your meeting will repeat monthly, please provide one sheet per month. **
Date(s) of Meeting:						
Time of Meeting:	00: 00	<input type="checkbox"/> AM <input type="checkbox"/> PM	—	00: 00	<input type="checkbox"/> AM <input type="checkbox"/> PM	** Room available from 08:00 AM – 4:30 PM **
Set-up Arrival Time:	00: 00	<input type="checkbox"/> AM <input type="checkbox"/> PM				** Earliest Time is 07:00 AM **
Number of Attendees:		<input type="checkbox"/> Confirmed	<input type="checkbox"/> Estimate			** Reminder room fits 35 comfortably**
Would you like to do a site visit?		<input type="checkbox"/> Yes	<input type="checkbox"/> No			** If yes, please call Marie at ext 303 **
Additional Comments: (if necessary)						

### Equipment/Room Setup Requests:

I'd like to request the following equipment, but I understand this is subject to availability.

Please describe requested Room Setup.

Additional Comments: (if necessary)

### FOR MCA PURPOSES ONLY:

Comments: