



# Rutland Regional Medical Center

*An Affiliate of Rutland Regional Health Services*

160 Allen Street  
Rutland, VT 05701  
802.775.7111

## Conference Room Request Form External Customers

*Please complete and send via email to [meeting@rrmc.org](mailto:meeting@rrmc.org).*

Request Contact Name: \_\_\_\_\_ Extension: \_\_\_\_\_

Contact Name (alternative): \_\_\_\_\_ Extension: \_\_\_\_\_

Department: \_\_\_\_\_

Title of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

If more than one date, please enter separately here

Number of Attendees Expected: \_\_\_\_\_

Do you need additional time for setup or tear down?  
If yes, please note additional \_\_\_\_\_ minutes.

Room setup desired and equipment needed- please check one

STANDARD: tables and chairs in a square \_\_\_\_\_

Theater: \_\_\_\_\_

Classroom: \_\_\_\_\_

U shape: \_\_\_\_\_

Microphone, Pointer \_\_\_\_\_

Podium \_\_\_\_\_

Other: \_\_\_\_\_

Additional information:

Please read the attached guidelines for the use of the Conference Room and equipment requested and sign below.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Jan. 2015



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## Conference Room Guidelines

- Meeting space must be left as set up (standard, theater, classroom, U) and condition it was found in.
- Tables, chairs, equipment, etc. should not be removed from the meeting space unless requested at the time of reservation.
  - If the setup is not as you reserved, please contact Environmental Services (EVS) 24 Hour charge phone at 802.342.7972
- Please respect your reserved time and not overstay as EVS will need the time to prepare for the next reserved meeting.
- Please be considerate of noise levels as to not disturb other meetings in adjacent rooms.
- If your meeting has an overflow of attendees and you need additional chairs or tables, contact EVS 24 hr. charge phone at 802.342.7972.
- When providing food and beverages, please see that your guests are considerate of meetings to follow. For accidental spills and messes, please call EVS 24 hour charge phone at 802.342.7972 before leaving the center.
- Report any damage to the room or furniture items that may be present or occur at the time of your meeting by calling EVS 802.342.7972

***Please note that walls and equipment are to be moved only by EVS staff. All room reservations are subject to change.***