

927 Building Reservation



Room Reservation Hours: Monday - Friday from 8 a.m. to 5 p.m.

Please send completed form to esimon@mplsfoundation.org.

Event Details

DATE(S) OF EVENT	TOTAL HOURS (INCLUDE SETUP & CLEAN UP)	EVENT START TIME (8 A.M. OR AFTER)	EVENT END TIME (BY 6 P.M.)
TITLE OF EVENT	TYPE (STAFF RETREAT, BOARD OR COMMUNITY MEETING, ETC.)		

Brief description of your mission, work, and potential benefits to North Minneapolis communities:

NUMBER OF PARTICIPANTS EXPECTED (40 MAX CAPACITY, 24 MAX SEATED)	WILL YOU BE SERVING FOOD?		EQUIPMENT REQUEST:		OTHER EQUIPMENT:
	Yes	No	AUDIO VISUAL / TV	LAPTOP LCD PROJECTOR	

Contact Information

PROGRAM / GROUP / ORGANIZATION	CONTACT PERSON		
ADDRESS	CITY	ZIP CODE	
DAY PHONE	EVENING PHONE		
EMAIL ADDRESS			

APPROVED	Yes	No	Additional Notes	For Official Use Only
DATE RECEIVED				
DATE CONFIRMED				
PLACED ON CALENDAR	Yes	No		