



THE CAMERON FOUNDATION MEETING ROOM AGREEMENT

Please read carefully, sign this page, initial the other pages in this and the Rules Related to Use of Meeting Rooms form. You may either fax or email both documents as follow:

ATTENTION: Meeting Room Coordinator

fax to: 804 732 8701

email to: reservations@camfound.org

The undersigned hereby represents to The Cameron Foundation as follows:

I am the duly authorized representative of the organization identified as the sponsor in the attached Meeting Room Reservation Form relating to the use of a meeting room at the offices of The Cameron Foundation. As such duly authorized representative, and in consideration of such use of a meeting room, I agree on behalf of said organization as follows:

1. I have read the Meeting Room Reservation Form and the information set forth thereon is true and correct.
2. A representative of the organization will be present at the entrance to the meeting room to confirm that persons attempting to attend the meeting are persons who have been invited to attend. I understand that, as an alternative, the organization may furnish to The Cameron Foundation prior to the meeting a list of the persons invited to attend; provided, however, that the organization must have given prior notice to such persons invited to attend that they must sign in when they arrive and must present a photo identification to obtain access to the meeting.
3. I have read and understand the attached Rules Relating to the Use of Meeting Rooms at the Offices of The Cameron Foundation, and the use of the meeting room by the organization I represent will be as set forth in said Rules.

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

Additional representative (if applicable):

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

Contact information (if different):

PRINTED NAME: _____

E-Mail: _____ Facsimile: _____ Telephone: _____

THE CAMERON FOUNDATION MEETING ROOM RESERVATION FORM

NAME OF SPONSORING ORGANIZATION: _____

TITLE OF MEETING: _____

Date*	Meeting Start Time	Meeting End Time

*You must submit a separate reservation form for each date.

Rooms:

The McCabe Room has a maximum capacity of 120 persons.

The Chisholm Room has a maximum capacity of 30 persons.

A room will be chosen for you according to your group needs
Any Special Needs:

Additional Arrangements: (please circle to confirm)

Conference Phone	Yes	No
Projector	Yes	No
Laptop	Yes	No
Wireless Internet Connectivity	Yes	No
Sound System (microphone)	Yes	No
Catering Accommodation (see note below)	Yes	No

The name of the catering service is: _____

INITIAL HERE: _____