

Cost \$ _____
Deposit \$ _____
Amount Due \$ _____

Scout Office Reservation Form

Please check as many as needed.

- Meeting Room 1 (holds approx 30-35* people)
- Meeting Room 2 (holds approx 30-35* people)
- Meeting Room 3 (holds approx 30-35* people)
- Meeting Room 4 (holds approx 30-35* people)
- Resource Room
- Kitchen – Will you be cooking or serving only? _____
- Outside Program Area

Name and Phone Number of Person requesting use of the building _____

Name/Type of event _____

Date of event _____ Times: from _____ AM/PM to _____ AM/PM
(Please remember to add extra time for set-up and clean up)

District _____

Number of people expected to attend _____

Responsible Anthony Wayne Area Council staff member who is responsible
for group/event _____

Please remember that all children must be supervised by an adult at all times.

*Note: number of people per room may vary depending on use of tables.

(continue on backside)

Meeting Rooms are for meetings only. No athletic or craft oriented events unless specifically approved by the Anthony Wayne Area Council Staff member.

Please mark the following items you plan to use:

_____ Computer	_____ Overhead Projector
_____ Slide Projector	_____ VCR/TV
_____ # of Tables	_____ # of Chairs
_____ Special Janitorial Services	
_____ Other (please explain) _____	

Signature _____

Signature of AWAC Staff member _____

(For event to be scheduled the responsible staff member must sign form and attend event)

Please return this form to:

Anthony Wayne Area Council, BSA
8315 West Jefferson Blvd.
Fort Wayne, IN 46804-8302

If you have any questions please call (260) 432-9593.