

Board Room Reservation Form

Date Needed: _____

Beginning time: _____ Ending time: _____

Requested by: _____ Contact #: _____

Department: _____

Title of Meeting: _____

Number of persons expected: _____

Setup options: Square Classroom U Shaped

Technology needed: No Yes – please indicate items needed below:

Laptop Projector Microphone / External Sound Other: _____

Please note the following:

- Please send this form to Carmen Cano ccano@nacisd.org
- You may schedule a tentative meeting – please confirm or cancel as soon as possible.
- Board Meetings are held the third Thursday of each month. On those days your request will be subject to approval through the Superintendent's office.
- Gregoria's hours are 6-10 and 2-6, therefore changes in setup from a morning meeting to an afternoon meeting may not be possible.