



RESERVATION FORM
Nacogdoches ISD
District Support Center Board Room

Date Needed (mm/dd/yyyy): _____

Beginning time: _____ Ending time: _____

Requested by: _____ Contact #: _____

Department: _____

Title of Meeting: _____

Number of persons expected: _____

Requested setup:(Select one) Classroom U shaped Square

Other: _____

Please note the following:

- This form should be returned by email or hardcopy to Kitty Jones. You will receive an email letting you know if your meeting has been placed on the calendar or if your requested date and time are unavailable.
- 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.
- Changes in setup from a morning meeting to an afternoon meeting may not be possible.