

The William H. Miner Agricultural Research Institute  
1034 Miner Farm Road  
PO Box 90  
Chazy, NY 12921

www.whminer.org

Current Date

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time

Events Ends: Date  Time

Facilities Required (List all that apply)

Other Accommodations or Requests

See additional comments on back

## Send Copies to:

- Katie Ballard, Director of Research
- Kirk Beattie, Finance & Personnel Officer
- Amy Bedard, Library
- Steve Couture, Dairy Farm Manager
- Wanda Emerich, Outreach Coordinator
- Mike Lemza, Director of Physical Plant
- Rick Grant, President
- Steve Kramer, Director of Laboratories
- Rachel Dutil, Administrative Assistant
- Karen Lassell, Equine Manager
- Dannielle Steady, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

Name   
Address   
City  ST  Zip

## Charge services to:

	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

**GRAND TOTAL**

## Room Configuration

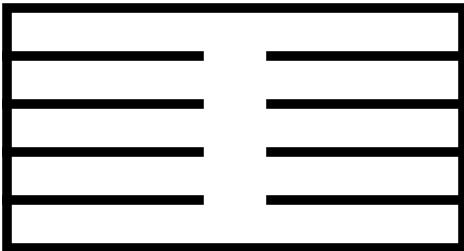
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



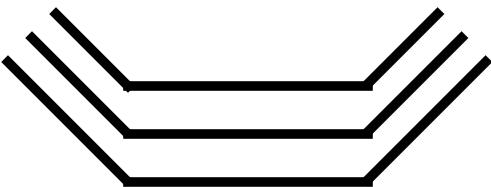
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



## Audio/Visual Equipment

Please check audio/visual equipment you will need for your event (check all that apply):

- Chalkboard
- Dry Erase Board & markers
- Easel, flipchart, & markers
- Laser pointer
- PA System
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Other
- Additional Comments

Chairs in a V-shape

