

Facility Reservation Form

Use this **facility reservation form sample** with an integrated equipment checklist to efficiently book spaces and ensure all necessary items are accounted for. This template streamlines the reservation process by allowing users to select required equipment alongside the facility details. Simplify event planning and resource management with this comprehensive form.

Requestor Name

Email Address

Event Name

Event Date

Start Time

End Time

Facility Requested

-- Select a facility --

Equipment Checklist (Select all that apply):

☐

Projector

☐

Sound System

☐

Microphone

☐

Whiteboard

☐

Tables

☐

Chairs

☐

Laptop

Special Requests / Notes

Submit Reservation