

Meeting Room Reservation Form

Our **meeting room reservation form** sample streamlines the booking process while clearly outlining the cancellation policy to ensure transparency and flexibility. Users can easily reserve spaces and understand the terms for cancellations in advance. This helps organizations manage room availability efficiently and reduce no-shows.

Full Name:

Email Address:

Reservation Date:

Start Time:

Duration (hours):

Select duration

Meeting Room:

Select room

Purpose of Meeting:

Cancellation Policy

- Cancellations made at least **24 hours** before the reservation time will receive a full refund and incur no penalty.
- Cancellations made less than 24 hours in advance may be subject to a **cancellation fee** of up to 50% of the booking cost.
- To cancel a reservation, please email meetings@example.com or call 123-456-7890.

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I have read and agree to the cancellation policy.

Reserve Now