

Meeting Room Reservation Request Form

Use this **printable meeting room reservation request form** sample to streamline the booking process effortlessly. Designed for easy customization, it helps ensure all essential details are accurately captured. Perfect for office environments aiming to improve meeting coordination and room management.

Name of Requester:

Department/Team:

Contact Email:

Meeting Date and Time:

Duration (hours):

Preferred Meeting Room:

Number of Participants:

Purpose of Meeting:

Equipment Needed (check all that apply):

☐ Projector ☐ Conference Call ☐ Whiteboard ☐ Other

Additional Comments/Requests:

Requester Signature:

Date of Request:

Submit Request