Corporate Meeting Room Reservation Form

Download this **printable corporate meeting room reservation form** sample to efficiently manage your office space booking. Designed for easy filling and quick reference, it ensures seamless scheduling of meeting rooms. Keep your team organized and avoid conflicts with this user-friendly template.

Employee Name

Enter your full name

Department

e.g. HR, IT, Finance

Contact Number/Email

e.g. johndoe@company.com

Meeting Title/Subject

Meeting purpose or title

Meeting Room

--Select Room--

Date

Start Time

End Time

Number of Attendees

e.g. 10

Special Requirements

e.g. projector, whiteboard, refreshments

Print Reservation Form