

# Club Meetings Form

## Booking Information

Club Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ (2 hour maximum)

Number of people attending: \_\_\_\_\_

## Are there any special requirements for your meeting space?

When on campus activities are permitted

- N/A
- Whiteboard
- Projector Screen
- Other \_\_\_\_\_

## Which of these platforms do you plan to use for your club meetings?

- Microsoft Teams (*requested through SANQC*)
- Other \_\_\_\_\_

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### STAFF USE

- Form received 5 business days in advance.

Space booked: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Notes: \_\_\_\_\_

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