

CALHOUN COLLEGE
FELLOWS LOUNGE/ PARLOR ROOM
Reservation Form

Requests to reserve the Fellows Lounge or Parlor for an event, must be made at least three days in advance of the event. Please fill in the information below, and return the form to the Master's Office. All events must end and the room vacated by 11:00 p.m.

Name: _____ **Date:** _____

Organization: _____

Room #: _____ **Cell Phone:** _____

RESERVATION INFORMATION: ___Lounge ___Parlor

Date of Event: _____ **Start Time:** _____ **End Time:** _____

Purpose of Event: _____

Number of guests: _____

Fellows Lounge: Will attendees be going through the Dining Hall: ___Yes ___No

Parlor: No food or drink is permitted in this room.

I agree to be responsible for returning the room to a clean and orderly condition at the completion of my event.

Signature

