



THE AERO INSTITUTE
AEROSPACE | EDUCATION | RESEARCH | OPERATIONS
 38256 Sierra Highway, Suite A
 Palmdale, California 93550
www.aeroi.org

<p align="center">For Office Use Only</p> <p>Room Assignment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> AEG Room 100 <input type="checkbox"/> Aerospace Conf. Room 200 <input type="checkbox"/> Research Conf. Room 300 <input type="checkbox"/> LifeSize/ViTs Room 330 <input type="checkbox"/> Operations Conf. Room 400 <input type="checkbox"/> Education Conf. Room 500 <input type="checkbox"/> ERC Room 600 <p>Conf. by: _____</p> <p>Date: _____</p>
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Facility Hours: Mon–Fri 7:30AM–4:30PM (Closed on Federal Holidays)
(Full amenities available at 8:00AM)

Vending machines are located in the Community Break Room 220 from the Courtyard

FACILITY ROOM REQUEST FORM

Requestors Name: _____ Today's Date: _____

Company: _____

Department: _____

Telephone: _____ Fax: _____ Mobile: _____

E-mail Address: _____

Title of Class/Course/Meeting: _____

ROOM RESERVATION

Date(s) Needed: _____ Number Attending: _____

Please attach a roster if prepared prior to session Local _____
 (The AERO Institute will collect a signed copy of roster at the end of the session) Out of Town _____
 Foreign National _____

Time Requested: From _____ To _____

Style Requested:
 Boardroom Classroom Conference/U-Shape Theatre

Please Indicate Equipment Needed:
 Flip Chart Stand (paper not included) Internet/Wi-Fi LCD Projector
 LifeSize/ViTs Microphone on Lapel Clip Phone for Telecon
 Podium with Microphone Projector Screen Whiteboard

Comments: _____

Note: All requests will be accepted on a first-come, first-serve basis. Meeting room assignment is at the discretion of the AERO Institute and will be based on the requestor's requirements and best utilization of the facility.

****Please reconfirm the room reservation 48 hours prior to the session or the AERO Institute will release the room****

If you have any questions, please contact the AERO Institute at (661) 276-AERO (2376)

Print and complete this form and fax to the AERO Institute at (661) 265-9548.