



THE AERO INSTITUTE
AEROSPACE | EDUCATION | RESEARCH | OPERATIONS

38256 Sierra Highway, Suite A
Palmdale, California 93550

www.aeroi.org

For Office Use Only

Room Assignment:

- AEG Room 100
- Aerospace Conf. Room 200
- Research Conf. Room 300
- LifeSize/ViTs Room 330
- Operations Conf. Room 400
- Education Conf. Room 500
- ERC Room 600

Conf. by: _____

Date: _____

Business Hours of Operation: Mon–Fri 7:30AM–5:00PM (Closed on Federal Holidays)

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: _____

Recurring: Yes/No Weekly: _____ Monthly: _____

Time Requested: From _____ To _____

Style Requested:

- | | | | | |
|-------------------------------------|--------------------------------------|---|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Boardroom | <input type="checkbox"/> Chevron | <input type="checkbox"/> Circle of Chairs | <input type="checkbox"/> Classroom | <input type="checkbox"/> Clusters |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Semi-Circle | <input type="checkbox"/> Theatre | <input type="checkbox"/> T-Shape | <input type="checkbox"/> U-Shape |

Please Indicate Equipment Needed:

- | | | |
|---|---|---|
| <input type="checkbox"/> Flip Chart | <input type="checkbox"/> LCD Projector | <input type="checkbox"/> LifeSize/ViTs |
| <input type="checkbox"/> Microphone on Lapel Clip | <input type="checkbox"/> Phone for Teleconference | <input type="checkbox"/> Podium with Microphone |
| <input type="checkbox"/> Projector Screen | <input type="checkbox"/> TV/VCR/DVD | <input type="checkbox"/> Whiteboard |
| <input type="checkbox"/> Wired Internet | <input type="checkbox"/> Wireless Internet | |

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.

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

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