

Charter Township of Plymouth – Request for Meeting Room Form
(See Room Use Policy for Complete Information)

Room Requested

_____ **Township Hall** – seats 60 (not available on Tuesday evenings; no food or drink allowed)

_____ **Multi-Function Room** – seats 25 (food and drink allowed; must leave room as found)

Date and Time Requested

Day and Date: _____

Time: from _____ to _____ (doors open 15 minutes before and close 15 minutes after start time)

Number of People Expected _____

Name _____

Organization _____

Address _____

City _____ **State** _____ **Zip** _____

Best Phone _____

Email _____

Today's Date _____

For Supervisor's Office Use Only

Room Reserved _____

Approval _____ Date _____

Added to schedule _____ Confirmed _____