

**VIRGINIA DEPARTMENT OF FORESTRY  
NATURAL RESOURCES BUILDING  
TRAINING ROOM RESERVATION FORM**

REQUEST DATE \_\_\_\_\_  
RECEIVED DATE \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Time: IN \_\_\_\_\_ OUT \_\_\_\_\_

Contact Person: \_\_\_\_\_ Agency/Group \_\_\_\_\_

Purpose/Meeting: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Ext.# \_\_\_\_\_ Fax #: \_\_\_\_\_

Number of Persons: \_\_\_\_\_ [maximum capacity is 100]

**Table Set-Up Style:**

The room will be set up "Conference Style" (tables in a rectangle, chairs around the outside) with seating for 30 people. If another configuration is desired, the organization using the room may set up the table configuration as desired and must return the table configuration to the original set-up upon completion of use. Extra tables and chairs will be kept in the storage room located in the Training Room. If the organization requests the Department of Forestry to configure a different table arrangement, the organization will be charged a fee of \$25.00. Payment must be arranged ahead of time. Please complete payment information below [this fee is waived for Department of Forestry; Department of Mines, Minerals and Energy; Department of State Police; Department of Alcoholic Beverage Control; and organizations affiliated with these agencies].

Complete the information below if an alternate configuration is desired:

Payment by IAT [we will prepare the IAT and have it ready at the receptionist desk for the date of the reservation]

Agency Code: \_\_\_\_\_ Billing Address: \_\_\_\_\_

Billing Contact Person: \_\_\_\_\_ Billing Contact Phone Number: \_\_\_\_\_

Fee waived [agency or affiliated organization as listed above]

Check below to select desired configuration:

U-Shape Style - Tables in U-Shape opening to front, chairs around outside [maximum capacity is 40]

Auditorium Style - Rows of chairs only [maximum capacity is 100]

Classroom Style - Rows of tables with chairs behind [maximum capacity is 40]

Other (please specify) \_\_\_\_\_

**Food Services:**

*Arrangements for coffee or refreshments are the sole responsibility of the group reserving the room. Food services arrangements may be made through Aroma's Cafe located in the Natural Resources Building at 244-2486.*

**Statement of Responsibility**

**I understand the rules as stated in the Natural Resources Building Training Room Use Rules. I will be responsible for seeing that the rules are abided by during the period of time I will be using the facility. I understand that I and/or my agency will be held responsible for any damage to the Training Room during the time we will be occupying the room.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Agency \_\_\_\_\_

*Call to check to see if a date is available. Return the original signed reservation form to the Department of Forestry receptionist; it must be received 3 business days before the date of the reservation. If time is of the essence, you may fax the reservation form and follow with the signed original by mail. The needs of the agencies within the building rank precedence over outside groups.*

**Return this form to:** Department of Forestry, Attn: Receptionist, P.O. Box 3758, Charlottesville, VA 22903  
Fax #: (804)296-2369 Phone #: (804)977-6555