

Island Club  
Meeting Room Reservation Request  
[islandclub@langmanagement.com](mailto:islandclub@langmanagement.com)



Today's Date: \_\_\_\_\_

Meeting **Day/Date**: \_\_\_\_\_

Name of Meeting/Group: \_\_\_\_\_

Posting on Reader Board in IC Foyer: \_\_\_\_\_

Time of Meeting: Start \_\_\_\_\_ Finish \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Room Set-up Requirements: \_\_\_\_\_

Audio Visual Requirements: \_\_\_\_\_

Food/Beverage Requirements: \_\_\_\_\_

Special notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Space Requested By: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

This section to be completed by Island Club Staff:

Room Name Reserved for Above Meeting: \_\_\_\_\_

Special Notes: \_\_\_\_\_

Island Club Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_