

Date & Times Requested	Type of Function	Recurring? If so, frequency?	Est. # Attending	Room Preference & Equipment Required	Room Booked Tentatively	Firmed-up
1. 8/30/22 6:30-8pm	Meeting ↓	Every 2 weeks	15			
2. 9/13 6:30-8pm			15			
3. 9/27 6:30-8pm			15			
4. 10/11 6:30-8pm			15			
5. 10/25 6:30-8pm			15			
6. 11/8 6:30-8pm			15			
7. 11/29 6:30-8pm			15			
8. 12/13 6:30-8pm			15			
9.						
10.						
11.						
12.						

Staff Use Only:

Approvals:

X: _____

Date: _____

X: _____

Date: _____

Reservation agreement sent to client:

Date: _____

Form Approved by Commissioners Court on: _____