

Meeting Room Request

Email: adminconference@tulaliptribes-nsn.gov



Employee Name		Employee Department	
Contact Number	Work Cell	Meeting Name	
Meeting Date (s)	Meeting Times Start End	Setup (Starts)	Clean-up Time (Ends)

FOOD AND BEVERAGE REQUESTS: ☐ tikupihali Lunch ☐ tikupihali Catering
☐ Coffee ☐ Tea (24 hour advance notice) ☐ Utensils ☐ Outside Catering ☐ Pickup Outside Catering

CONFERENCE ROOMS (Tables, Chairs, Phone)				TRAINING ROOMS (Phone, Smart Board, Computer, Projector)			
2nd Floor	207		4 persons	1st Floor	162		Up to 100 persons
	254		10 persons <i>with drop down screen</i>	2nd Floor	264		Up to 16 persons
	262		10 persons <i>with TV monitor</i>				

NOTE: Any additional equipment necessary (including tables or chairs) please contact a Customer Service Representative. Don't remove equipment from other Training / Conference rooms. *Please notify us 24 hours ahead of time for any cancellations.*

THE FOLLOWING RESPONSIBILITIES BELONG TO PERSON BOOKING THE ROOM:

- Set up – any changes that need to be made for your meeting (including tech support, HDMI cords, etc.)
- Rearrange – room needs to be placed back to original set up
- Cleaning of room – cleaning supplies will be provided
- Damage – any damage to Tulalip Tribes government equipment needs to be reported immediately
- Cancellations – request 24 hours notice if possible
- Food arrangements – allow 48 hours notice for requests/cancellations
- Outside catering assistance – allow 48 hours notice, provide outside catering information for pickup in notes below, list the Tulalip Tribes for pickup.
- Refreshments – allow 24 hours notice for request/cancellations

Additional Notes:

Date:	Signature:
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