

Community Room Use Inquiry Form

Complete inquiry form and submit to info@caringforcolorado.org Add "Community Room Request" in the subject line.
Once received one of our staff will contact you with availability and further details.

Note – Inquiry submission does not guarantee room reservation.

Name of Organization: _____

Organization Type: Nonprofit Government Education Corporate Other

If other, please specify: _____

Our building is open Monday through Friday from 8:00am – 5:00pm. Setup and tear down must occur during those hours since guests will not have access to the building before or after these times. Our office is closed on all federal holidays.

Date(s) Requested: _____

Meeting Title: _____

Start Time (including prep): _____ End Time (including teardown): _____

Approximate number of attendees (cannot exceed 30): _____

Onsite Contact Person Name & Phone: _____

Onsite Contact Person Email: _____

Room Configuration:

Small Group (groups of 4) Hollow Square Theater (chairs only) U-Shape
 Rectangular (board room) Other (specify: _____)

A/V Equipment Needed (check all that apply):

Screen & Projector Video Conferencing TV Whiteboard
Microphone

Other (specify: _____)

Special Needs (if any): _____

If media coverage is expected at the event, or if you plan to refer to the Foundation in any printed materials, contact our Communications Director at 303-441-6788.

Internal Use Only:

Approved Denied (reason: _____)

Add meeting to CFC calendar Staff Initials Date: _____