

**JDR CAREER CENTER  
SCHEDULING REQUEST FORM  
Commons Area**

Organization: \_\_\_\_\_

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

Presenter's Name & Title: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Requested Date: \_\_\_\_\_

Requested Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_  
\_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Equipment available in the **Commons Area**: (tables & chairs)

Additional Equipment Request: \_\_\_\_\_

Mail or fax completed form to the following address:

**John D. Rockefeller Career Center  
Attn: Martin C. Hudek, Director  
95 Rockside Road  
New Cumberland, WV 26047  
Fax: 304-564-4058**

*You will receive written confirmation if the date you have requested is available.*

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**Confirmation of Reservation**

Your request to reserve the **Commons Area** at the Career Center has been:

Approved \_\_\_\_\_

Denied \_\_\_\_\_ Reason: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Career Center Representative

\_\_\_\_\_  
Date

**JDR CAREER CENTER**  
**SCHEDULING REQUEST FORM**  
**Executive Conference Room**

Organization: \_\_\_\_\_

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

Presenter's Name & Title: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Requested Date: \_\_\_\_\_

Requested Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_  
\_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_

Comments: \_\_\_\_\_

Equipment available in the **Executive Conference Room**: (one large table, 18 chairs, white board, telephone)

Additional Equipment Request: \_\_\_\_\_

Mail or fax completed form to the following address:

**John D. Rockefeller Career Center**  
**Attn: Martin C. Hudek, Director**  
**95 Rockside Road**  
**New Cumberland, WV 26047**  
**Fax: 304-564-4058**

*You will receive written confirmation if the date you have requested is available.*

**Confirmation of Reservation**

Your request to reserve the **Executive Conference Room**  
at the Career Center has been:

Approved \_\_\_\_\_

Denied \_\_\_\_\_ Reason: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Career Center Representative

\_\_\_\_\_  
Date

**JDR CAREER CENTER**  
**SCHEDULING REQUEST FORM**  
**IMC**

Organization: \_\_\_\_\_

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

Presenter's Name & Title: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Requested Date: \_\_\_\_\_

Requested Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

\_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_

Comments: \_\_\_\_\_

Equipment available in the **IMC Room**: VCR, DVD Player, White Board  
Additional Equipment Request: \_\_\_\_\_

Mail or fax completed form to the following address:

**John D. Rockefeller Career Center**  
**Attn: Martin C. Hudek, Director**  
**95 Rockyside Road**  
**New Cumberland, WV 26047**  
**Fax: 304-564-4058**

*You will receive written confirmation if the date you have requested is available.*

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**Confirmation of Reservation**

Your request to reserve the **IMC Room** at the Career Center has been:

Approved \_\_\_\_\_

Denied \_\_\_\_\_ Reason: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Career Center Representative

\_\_\_\_\_  
Date

**JDR CAREER CENTER**  
**SCHEDULING REQUEST FORM**  
**TOC Computer Lab**

Organization: \_\_\_\_\_

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

Presenter's Name & Title: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Requested Date: \_\_\_\_\_

Requested Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_

Comments: \_\_\_\_\_

Equipment available in the **TOC LAB**: 36 computers, interactive white board

Mail or fax completed form to the following address:

**John D. Rockefeller Career Center**  
**Attn: Martin C. Hudek, Director**  
**95 Rockside Road**  
**New Cumberland, WV 26047**  
**Fax: 304-564-4058**

*You will receive written confirmation if the date you have requested is available.*

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**Confirmation of Reservation**

Your request to reserve the **TOC LAB** at the Career Center has been:

Approved \_\_\_\_\_

Denied \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_  
Signature of Career Center Representative

\_\_\_\_\_  
Date