



7125 Sawmill Rd, Dublin, OH 43016
(614) 889-2669
www.perrytp.org

Conference Room Reservation Request

Date:

Individual or Group Name:

Date of Meeting:

Purpose of Meeting:

Number of attendees:

Start / End Time of Meeting:

Conference room requested:

Responsible Party Contact Information

Name:

Address:

City:

State:

Zip Code:

Phone Number:

Email:

Office Use Only

Approved Disapproved

Date:

Administrator Signature:

IMPORTANT:

Groups or individuals wishing to reserve a conference room must submit their request to the Administrative Department at least 10 days prior to the event mail or email (recordsclerk@perrytp.org).

Once the request is reviewed and either approved or disapproved the responsible party will be contacted. If use of the facility is authorized, the township calendar will be updated to reflect the new event and access to the conference room will be arranged.

The responsible party must sign and submit a copy of the Conference Room Use Agreement 24-hours prior to the scheduled meeting.