



Conference Room Reservation Request

Name: _____

Company/Organization: _____

Phone Number: _____ E-Mail: _____

Reservation Date: _____ Time: _____

Purpose: _____

Notes:

- Use of conference room is available Monday-Friday 8:00am until 5:00pm.
- Access to kitchen area is granted.
- Wi-Fi and audiovisual equipment are available upon request.
- Rate for room rental: \$10/hour (must be paid in advance).

To make reservation:

Call 601-499-5808 or e-mail dillardconsulting@att.net to request date and time.

Mail form and payment to (*payable to Dillard Consulting*)

Dillard Consulting, LLC - P.O. Box 395 – Clinton, MS 39060.

Office Use Only:

Date Submitted: _____ Hours Needed: _____ Amount Due: _____

Fee Paid: _____ Date Paid: _____ Cash/Check# _____