

TCF Reservation Form

NOTE: An extra thirty (30) minutes will be added to the beginning and end of meetings scheduled in Potomac A-D to allow for setup/breakdown of the room. If multiple dates are required, please list the dates in the Frequency section.

Please complete all fields.

Date of Meeting

Name of Meeting

Meeting Start Time

Approximate # of Attendees

Meeting End Time

Meeting Frequency

every

Contact Name:

Contact E-Mail:

Contact Phone Number:

Notes:

Please have the presenting laptop in the meeting room 30 minutes prior to the meeting start time to allow for set up if in a Potomac Room. Please let the TCF staff know about any cancellations. If meeting participant(s) have not arrive within 5 minutes after the meeting start time, the room reservation will be considered forfeited and will then be available to others. Re-occurring meetings will only be scheduled in 6 month increments.

Please contact the front desk at **443.835.0176** if any tables with plugs/outlets need to be moved or if the partition walls need to be moved

DO NOT CHANGE ANY SETTINGS ON THE iPads or monitors