



## 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.

**Please complete all fields.**

Date of Meeting

Name of Meeting

Meeting Start Time

Approximate # of Attendees

Meeting End Time

Contact Name:

Contact Phone Number:

Contact Email:

### Re-Occurring Meeting Information

None

Daily      Every      day(s)      Every weekday

Weekly      Recur every      week(s) on:  
Monday      Tuesday      Wednesday      Thursday      Friday

Monthly      Day      of every      month(s)  
The      of every      month(s)

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