



Perdido Bay Community Center

13660 Innerarity Point Road, Pensacola, FL 32507-8833
850.497.0000 Fax 850.492.8550

Room Usage Form

Date of Event: _____ Meeting Time: _____

Organization/Contact Person: _____

Caller Name/Phone No.: _____

E-mail _____

Fax Number: _____

of People _____ Room(s) Requested/Assigned: _____

Set-up Time: _____ Food or Drink Set-up Time: _____

Food Items (Circle One): Coffee Water Soda/Snacks Catering Needed (Paul)

Equipment Needed: Flip Chart/Easel TV/DVD/VCR Projector/Screen Phone & Cord

CD Player Microphone Podium

Room Arrangement: # of tables _____, round/rectangle, # of head tables _____,
sign-in table, food tables, theater style

Special Room Set-up _____

Signature: _____

I have read and agree to the Facility Usage Policies

----- Office Use Only -----

Amt. to be Invoiced: _____

Today's Date: _____ Person taking info: _____ Service U Conf. # _____