



Conference Room Request Form

To reserve a conference room, please print and complete this form, then either give to Ann at the front desk, scan and email to adennis@colobio.com, or fax to **720-859-4110**.

Conference room space is assigned after considering meeting size and type, as well as equipment and/or presentation needs. Based on these considerations for assigning space, it may be necessary to relocate your meeting to a conference room different from your original request. Whenever possible, it is our goal to assign tenants their first choice of space.

Company Name: _____

Meeting Contact Name: _____

Phone: _____ Email: _____

Date request is made: _____

Meeting Details:

Date of Meeting: _____ # of Attendees: _____

Meeting Type or Description: _____

Beginning Time: _____ Ending Time: _____

Recurring Meeting? Yes (Subject to relocation policy) No

Select Room Preference 1-2-3:

Amgen (50 capacity*) CR#4 (20 capacity) H&H (15 capacity*)

CR#2 (6 capacity) Lobby (75 capacity)

* indicates conference call capability

Room Configuration:

Standard

Theatre (chairs only) for _____ people

Classroom (tables/chairs) for _____ people

Custom: _____

A/V Needs:

Polycom (conference call)

LCD Projector

Laptop

Catering:

Catering has been ordered

Company: _____

No catering is ordered