[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Room booking form

Book meeting rooms without double-booking - one form, one log.

Booking reference: _____

Requested by: _____

Department: _____

Contact: _____

Booking details

Room: _____

Date: _____

Start time: _____ **End time:** _____

Number of people: _____

Layout needed: _____

Equipment needed: _____

Catering: _____

Approval

Approved by: _____ **Status:** _____

Notes: _____

Booking log (for the booker)

(1) Date: _____

Room: _____

Time: _____

Booked by: _____

(2) Date: _____

Room: _____

Time: _____

Booked by: _____

Sign-off

Requested by: _____ **Approved by:** _____ **Date:** _____