office printable .com

MEETING ROOM BOOKINGS

DATE

FLOOR / BUILDING

BOOKINGS MANAGED BY

RULE (E.G. MAX 2 HOURS, CANCEL BY 9 AM)

	Room 1	Room 2	Room 3	Room 4	Room 5
Name / seats					
Equipment					
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					