office printable .com

# ROOM BOOKING

ROOM | SEATS | EQUIPMENT | WEEK OF

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 8:00 | | | | | |
| 8:30 | | | | | |
| 9:00 | | | | | |
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| 4:00 | | | | | |
| 4:30 | | | | | |
| 5:00 | | | | | |
| 5:30 | | | | | |

Write your name and meeting in the slot. Leave the room as you found it: screen off, whiteboard wiped, chairs back. Problems with the room: reception, ext. 200.