

# Berkshire Taconic

## COMMUNITY FOUNDATION

*Moving Forward by Giving Back*

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### Conference Room Request Form

(Please check your choice of room)

- Large Conference Room: Table seats 10-14, with 12 additional chairs in the room; screen, speaker phone and WiFi available
- Small Conference Room: Table seats 6-8; speaker phone and WiFi available
- CNE Conference Room: Table seats 6-8; speaker phone and WiFi available

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- Organization Name: \_\_\_\_\_
  - Contact Name: \_\_\_\_\_
  - Contact Phone: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Email: \_\_\_\_\_

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- Date Requested: \_\_\_\_\_ Alternate Date: \_\_\_\_\_
  - Time of Meeting: \_\_\_\_\_ Duration: \_\_\_\_\_
  - Number of People Attending: \_\_\_\_\_
  - Purpose of Meeting: \_\_\_\_\_

Please Note: Hours of operation 9:00am-5:00pm, Monday-Friday (except holidays)

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Groups are responsible for their own equipment, refreshments and supplies. Catering recommendations are available upon request. Smoking is not permitted on the premises.

Each group is responsible for setup and clean-up.

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Please email your conference room request form to [info@berkshiretaconic.org](mailto:info@berkshiretaconic.org) or fax to 413-229-0329. You will receive a confirmation by email within one week of receipt of request. For questions please call Heidi Jacquier, Office Manager at 413-229-0370.

Directions: <http://berkshiretaconic.org/about/contact.shtml>

Berkshire Taconic Community Foundation

800 North Main Street, PO Box 400, Sheffield, MA 01257-0400

T: 413.229.0370 F: 413.229.0329 [info@berkshiretaconic.org](mailto:info@berkshiretaconic.org) [www.berkshiretaconic.org](http://www.berkshiretaconic.org)