Reservable Room Form

Please fill out a form for each room that you want the public to be able to reserve.

Your staff will have the ability to approve or reject reservations. Your staff may also decide whether the event should appear on the calendar or be hidden from public view.

Y.E.S.
*Events for Everyone
in Yavapai County*

*Please fill out one form for **each** Reservable **room**.*

* = Required Field

Name of Room* (this is the name that users will see.):

Room Type* (ex: meeting room, study room, etc.):

Room Description* (this description is what users will see when they look at the menu of your rooms):

Room Capacity*:

Equipment Description (shows up on the room's detail page; optional):

Seating Description (describe the different ways the room may be set up, ; optional):

Room Message (appears when user selects this room on the reservation form; can be special rules or instructions regarding this room; optional):

Food/Drink Allowed: yes ◯ no ◯

Food/Drink Message (if you chose yes above):

Notification Email* (who will handle room reservation approval/rejection; can be multiple addresses.)

Room Availability Hours (if the room's hours are different from the the ones you indicated in the Partner Information Form):

Room Reservation Rules (ex: room can only be booked for a certain amount of time, or can't be booked more than 6 months in advance, etc.; optional):