

Club Meetings Form

Booking Information

Club Name: _____

Date: _____

Time: _____ (2 hour maximum)

Number of people attending: _____

Are there any special requirements for your meeting space?

- ☐ Whiteboard
☐ Projector Screen
☐ Other _____

Which of these platforms do you plan to use for your club meetings?

- ☐ Microsoft Teams (*requested through SANQC*)
☐ Blackboard (*requested through SANQC*)
☐ Skype
☐ Google meet
☐ Other _____

STAFF USE

☐ Form received 3 business days in advance

Space booked: _____

Building: _____

Date: _____

Signature: _____

Notes: _____
