

RPBC WELCOME CENTER

REQUEST TO BOOK YOUR EVENT

USING OUR OFFICE SPACE

REQUESTED BY:

YOUR EVENT:

DATE OF EVENT:

TIME OF EVENT:

Best email and phone to reach you:

INFORMATION OF YOUR EVENT: WHAT DO YOU NEED FROM THE OFFICE STAFF TO MAKE YOUR EVENT SUCCESSFUL?

YOUR RESPONSIBILITIES:

1. DO YOU HAVE A KEY TO OPEN THE OFFICE (NEEDED IF AFTER OFFICE HOURS)?

2. IF SERVING FOOD, WHAT SET-UP DO YOU NEED?

3. Please CLEAN UP.

4. HAVE A GREAT TIME!!!!

RPBC WELCOME CENTER

8900 C SAN MATEO NE

ALBUQUERQUE, NM 87113

505-508-5624

This event will appear on the office calendar and the [RPBC.Gop](file:///C:\Users\dorne\Downloads\rpbc.gop) Website under RPBC Calendar

For assistance please call: WINNIE @ 505-980-9362 OR DAPHNE @ 505-681-4278