

**ROOM REQUEST FORM**  
**Blue Awning Building Only**

**Instructions:**

**Please provide the information requested below and email form to  
[trainingroomrequest@sarasotacountyschools.net](mailto:trainingroomrequest@sarasotacountyschools.net)**

Room Capacities:

101 = 25-30

218 = 10-15

219 = 25-35

220 = 25-35

221 = 40-80

TITLE OF ACTIVITY: \_\_\_\_\_

FACILITATOR: \_\_\_\_\_

CONTACT NAME & #: \_\_\_\_\_

DATE(S) NEEDED: \_\_\_\_\_

TIME(S) NEEDED: \_\_\_\_\_

# OF ATTENDEES EXPECTED: \_\_\_\_\_

ROOM PREFERENCE (Enter room #): \_\_\_\_\_