

Application Instructions

1. The "Application for Group Use of the Conference Room" is available at the Engineering Center or by calling (225) 924-2021. Completed applications must be submitted prior to the event and will be reviewed monthly and confirmation or denial will be forwarded as soon as a decision has been made.

2. A new updated application form for meeting room use and a signed policy statement must be submitted each year. Reservations are accepted each year beginning October 1 for meetings to be held in the following year. Reservations will be accepted for the series of meetings to be held January through December.

I have been given and have read the guidelines of the Louisiana Engineering Foundation Meeting Room Policy.

Name of Organization

Signature of Applicant

Date Signed

Signature of LEF Meeting Room Committee Member

Date Approved