

Room Booking Form

*Please submit this form at least one week in advance

*Please save this document and e-mail it to:

cwilliams@niagaracollege.ca (Welland)

hstorey@niagaracollege.ca (Niagara-on-the-Lake)

**We cannot book rooms if this form is not complete*

Club Name

Contact Name

E-mail

Phone Number

Number of people attending

Campus

Preferred Room

Date (mm/dd/yyyy)

From

Until

Would you like for this to be a recurring booking?

If yes, how often?

Yes

No

Once your request has been approved you will receive an additional e-mail confirming that your request has been approved.

If you need to cancel a room booking request, please e-mail:

Welland Campus - Chris Williams, Office Manager cwilliams@niagaracollege.ca

Niagara-on-the-Lake Campus - Heather Storey, Office Manager hstorey@niagaracollege.ca

As a courtesy to others, if you are not able to use a scheduled room please cancel your booking.