

AHFC Conference Center

4300 Boniface Parkway

Training/ Board Room Request Form

Clear Form

E-mail form to:

conferencecenter@ahfc.us

Date: _____

Organization Contact Information

Name: _____

Organization: _____

Address: _____

Phone Number: _____ Email Address: _____

Name of Event: _____

Event Start Date: _____ Event End Date: _____ Number Attending: _____

Arrival Time: _____ Departure Time: _____

How does this fulfill AHFC mission to "provide safe, quality and affordable housing to Alaskans"?

Is this event open to the public? _____ Are you charging a fee? _____

AHFC Department Meeting Sponsor

Name: _____ Phone #: _____

Email Address: _____

Training Rooms

Please select from the group of available rooms:

Standard Equipment available in each room

Please select your request below:

- | | | |
|---|---|--|
| <input type="checkbox"/> Podium | <input type="checkbox"/> Microphone and Speakers | <input type="checkbox"/> Classroom Style Seating |
| <input type="checkbox"/> 55" LCD Monitor | <input type="checkbox"/> Laptop - HDMI input for non-AHFC | <input type="checkbox"/> Wi-Fi |
| <input type="checkbox"/> Projector & Screen | <input type="checkbox"/> Teleconferencing | |

The undersigned representative of the organization which is applying for permission to use the training/ board room facilities has received the Training/ Board Room Agreement and agrees to abide by the policies of the AHFC with regard to such room(s).

Signature

Date

AHFC Department Representative Signature

Date

Administrative Services Use Only

Approved by Greg Rochon: _____ Date: _____

E-mail approved request form to requestor: _____ (When room has been approved.)

Training/Board Room Agreement Received: _____

Reserved Room: _____ Was room requested available? _____ Other Room: _____ Approved: _____

