

## St. David's Foundation Innovation Center Reservation Request

Please fill out each field with requested information

**Name of host Organization:**

**Meeting/Event Description:**

**Name of Meeting/Event:**

**Type of Entity:**

501(c)(3) Nonprofit

Government/Public Agency

**Does the host Organization currently receive funds from St. David's Foundation?:**

Yes

No

**Contact Person:**

**Contact Phone Number:**

**Contact Email Address:**

**How many people will be attending this meeting/event?**

**Are you charging for this event?**

Yes

No

**If so, what does your fee cover?**

**Requested Date:**

St. David's Foundation Innovation Center is available for reservation Monday through Friday 9:00am – 4:30pm. Innovation Center meeting spaces are not available on weekends.

**Requested Start Time:**

Please Note: Thirty (30) minutes should be added prior to event start time to allow for set-up.

**Requested End Time:**

Please Note: Thirty (30) minutes should be added after event end time to allow for clean-up.

**Preferred Room Set Up:**

**Audio/Visual Needs:**

**Will you be providing food at this meeting/event?**

Yes

No

A list of catering options can be provided as a resource by request.

**Additional Special Instructions**

Completed forms should be emailed to  
**reservations@stdavidsfoundation.org**