

Education Wing Reservation Request Form

* Required

Name of Organization * _____

Contact Name * _____

Contact Phone Number * _____

Contact Email Address * _____

Date/Time of Request * Example: 03/05/2013 11:30 AM

Education Wing is available Monday through Friday 9:00 a.m. until 4:00 p.m., March through November. No Tuesday reservations. Night reservations are only available if Reynolda Gardens staff is giving the program.

Duration of event * (1.5 hours, etc.) _____

Type of Event *

- Meeting/Class
 Workshop
 Other: _____

Please check box that you have read the Reynolda Gardens Reservation Policy and agree to abide by the restrictions.* (see links to Policy and Checklist on Website)

I agree to the Reservation Policy and will be held to its restrictions.

Signature * _____

Your reservation is not confirmed without staff approval. Please allow 5 business days for your request to be processed. If you have any questions, please contact the Education Office at 336.758.3485.

Staff Signature _____ Date _____


Reynolda Gardens
OF WAKE FOREST UNIVERSITY