

Reserve the Marilyn McGrath Conference Room today!

Please allow 72 hours for processing request

Reservations preferred during business hours



VOICES FOR OHIO'S CHILDREN

3634 Euclid Avenue, Suite 101
Cleveland, OH 44115
216-881-7860

Marilyn McGrath Conference Room Reservation Form

NAME OF ORGANIZATION

ADDRESS

CITY, STATE, ZIP

PRIMARY CONTACT

PHONE

EMAIL

RESERVATION INFORMATION

DATE OF MEETING:

from: _____ to: _____

TIME OF MEETING:

PURPOSE OF MEETING (please attach any flyers or marketing materials advertising the event):

Please submit form via fax or email:

Fax: 216.881.7863

Email: admin1@vfc-oh.org

Voices for Ohio's Children is happy to offer our conference room to our Partners and friends, free of charge. Donations are appreciated.

I am currently a Public Policy Partner:

NO

YES

Individual Partner

Organizational Partner

I would like to become a Public Policy Partner.

YES

Expectations of Voices:

- Provide a clean facility for 20-30 guests
- Free parking (conveniently located in Midtown)
- Wireless internet
- Use of a projector
- Conference call capabilities
- Video conferencing coming soon!

Expectations of Conference Room Users:

- Responsible for showing guests to Voices' suite via greeters on site or affixing proper signage.
- Greeting all in-coming guests and showing them to conference room and bathroom facilities.
- Park only in unreserved spaces.
- Provide a clean facility – removing all food and meeting materials.
- All guests leave premises by 5 p.m. so cleaning crew can work.

Thank you!

Signature

Date

Voices for Ohio's Children is the non-partisan voice of Ohio's nearly 3 million children. With more than 100 collaborative partners, we impact the changes in public policy that improve the health, safety, education, family stability and childcare of Ohio's children and their families.