Seams Like Home: Classroom Group Reservation Guidelines

We are excited that your Group is interested in using our classroom space for your meetings! We will do our best to accommodate your requests, however, as we offer a full selection of classes, we may not always be able to accommodate every request.

Please fill out completely and return to Enjoli via email (enjoli@akseams.com)

**Group Guidelines:**

* Groups must list a main contact (if classroom becomes unavailable we will need to be able to notify someone in the group) with a phone number and email address.
* Groups need to submit a request for classroom use per class session (in December for January – June & in July for August-December) OR one for the whole year!
	+ The request needs to include dates and times requested for each month.
* In the even that our classroom becomes unavailable, we will do our best to reach the groups main contact, and that person will be responsible to contact the rest of the group.

Dates Requested:

January –

February –

March –

April –

May –

June –

July –

August –

September –

October –

November –

December –

Main Group Contact

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Group Contact

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_