

APPLICATION TO USE THE SONNY WEST CONFERENCE CENTER

To request a reservation, please fill out this form and visit the [General Services Work Order System](#) to create a new work request (Metro employees will have access). Be sure to save this form and include the completed form as an attachment to the work request.

Contact Information of Department Requesting a Reservation

Department (Full name):

Program Name and Type:

Contact Name:

Contact Phone — Work:

Cell:

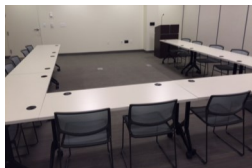
Fax:

Contact E-Mail:

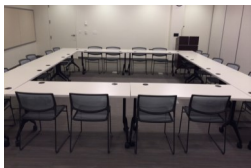
Expected Number of Attendees:

Room Information

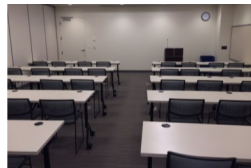
Select Room Setup Configuration



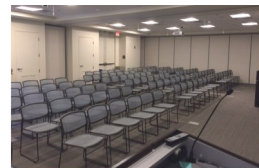
Open Rectangle



Closed Rectangle



Classroom



Auditorium/Theater

Needs: A-V hookup Help Yes No Conference Phone Yes No Tables for Food Yes No

List of Any Food and/or Equipment that Will Be Brought Into the Building:

Request Date - please know your date(s) may not be available, adding alternate dates is encouraged

Date:

Hours:

Date:

Hours:

Alternate Date?

Yes

No

Date:

Hours:

Alternate Date?

Yes

No

Date:

Hours:

Alternate Date?

Yes

No

Comments:

To submit this form, please visit <https://buildingoperations.nashville.gov> and create a new work request or submit the form via email to Bridget Galvin. For any questions, please email Bridget.Galvin@nashville.gov or Joni.Estes@nashville.gov.

STAFF USE ONLY

Director/Designee Approved (initials): ____ Yes ____ No Comments:

Director/Designee Signature & Date _____

Staff Taking Request & Date _____