



Room Reservation Form Campus Den Haag

Reservation Number
(provided by the Service Desk)

version: December 2020

Details of the reservation

Name of the activity

Number of persons

Repeat activity? yes no

Date activity

Time from - to

In case of repeats, when?

Room preference - Schouwburgstraat

Allocated room *(for Service Desk)*

Room preference - Wijnhaven

Allocated room *(for Service Desk)*

Remarks of Room Management *(to be filled in by the Service Desk):*

Contact details client

University department/faculty *(internal)*

Contact name reservation

Name room user

Decimal Field

SAP number *(internal)*

Contact email

Invoice address *(external)*

Company name *(external)*

Contact telephone number

Facilities of the room

[Overview basic facilities](#) (link to website, see "room overview") [Order form catering](#) (link to ordering website)

Any additional facilities you may want to use, will be offered to you beforehand.

Additional wishes:

Extra cleaning

Do you know about sensitivities about the subject of the meeting?

Yes No

Do you know about sensitivities or security wishes of the persons attending the meeting?

Yes No

Additional
information