



Tri-County Council

for the Lower Eastern Shore of Maryland

Room Reservation Form

****PLEASE CLICK [TCC/MPC Room Calendar](#) TO SEE THE ROOM RESERVATION CALENDAR ****

Forms can be scanned and e-mailed to reservations@tcclesmd.org

Agency Name:

Contact Name:

Contact Phone Number: E-mail Address:

Title of Meeting:

Date: Starting at: Ending at:

Room Preference?

- Somerset Room (Rm. #012) (Classroom style- comfortably seats 32 with tables)
- Wicomico Room (Rm. #013) (Board Style- comfortably seats 15)
- Room 117 (Board Style- comfortably seats 6)
- Worcester Room (Rm. #025) (Classroom style- comfortably seats 56 seats with tables)
- No Preference

Approximately how many people will be attending?

Please provide a short description of the meeting.

Do you need...

Laptop Projector None Other...

Will food be served?

Yes No

Additional comments/requests:

Date/Time request submitted:

FOR INTERNAL USE ONLY

Person handling request _____

Date/Time Request Entered _____