

**Selkirk & District Community Learning Centre**  
**Facility Booking Request**

Company/Organization:\_\_\_\_\_

Company Phone Number:\_\_\_\_\_ Fax:\_\_\_\_\_

Company Address:\_\_\_\_\_

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

Room Requested:\_\_\_\_\_

**Items Available:**

TV/VCR\_\_\_\_\_

Overhead Projector\_\_\_\_\_

PC Projection\_\_\_\_\_

Flip Chart with Paper\_\_\_\_\_

Photocopy Service\_\_\_\_\_

Coffee\_\_\_\_\_

**Date(s) for Reservation**

Start Date:\_\_\_\_\_ End Date:\_\_\_\_\_

Times Required:\_\_\_\_\_

Room Set Up: A-Large Square\_\_\_\_\_

B-Small Square\_\_\_\_\_

C-Board Style\_\_\_\_\_

D-Theatre Style\_\_\_\_\_

E-Classroom Style\_\_\_\_\_

F-Chair Circle\_\_\_\_\_

Number of People Attending\_\_\_\_\_

**Complete and return booking requests either by mail or fax to:**

Selkirk & District Community Learning Centre

122-511 Robinson Ave.,

Selkirk, MB R1A 1E5

Fax: (204) 785-1316

Web site: [selkirklearningcentre.ca](http://selkirklearningcentre.ca)