



**THE AERO INSTITUTE**  
**AEROSPACE | EDUCATION | RESEARCH | OPERATIONS**  
 38256 Sierra Highway, Suite A  
 Palmdale, California 93550  
[www.aeroi.org](http://www.aeroi.org)

<p align="center"><b>For Office Use Only</b></p> <p>Room Assignment:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AEG Room 100</li> <li><input type="checkbox"/> Aerospace Conf. Room 200</li> <li><input type="checkbox"/> Research Conf. Room 300</li> <li><input type="checkbox"/> Office Room 330</li> <li><input type="checkbox"/> Operations Conf. Room 400</li> <li><input type="checkbox"/> Education Conf. Room 500</li> <li><input type="checkbox"/> ERC Room 600</li> </ul> <p>Conf. by: _____</p> <p>Date: _____</p>
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**Facility Hours: Mon–Fri 7:30AM–4:30PM (Closed on Federal Holidays)**

**(Full amenities available at 8:00AM)**

**Vending machines are located in the Community Break Room 220 from the Courtyard**

**FACILITY ROOM REQUEST FORM**

Requestors Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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

Department: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Title of Class/Course/Meeting: \_\_\_\_\_

**ROOM RESERVATION**

Date(s) Needed: \_\_\_\_\_ Number Attending: \_\_\_\_\_

***Please attach a roster if prepared prior to session***  
 (The AERO Institute will collect a signed copy  
 of roster at the end of the session)

Local \_\_\_\_\_  
 Out of Town \_\_\_\_\_  
 Foreign National \_\_\_\_\_

Time Requested: From \_\_\_\_\_ To \_\_\_\_\_

Style Requested:

Boardroom       Classroom       Conference/U-Shape       Theatre

Please Indicate Equipment Needed:

Flip Chart Stand (paper not included)     Internet/Wi-Fi       LCD Projector  
 LifeSize/ViTs       Microphone on Lapel Clip     Phone for Telecon  
 Podium with Microphone       Projector Screen       Whiteboard

Comments: \_\_\_\_\_

*Note: All requests will be accepted on a first-come, first-serve basis. Meeting room assignment is at the discretion of the AERO Institute and will be based on the requestor's requirements and best utilization of the facility.*

**\*\*Please reconfirm the room reservation 48 hours prior to the session or the AERO Institute will release the room\*\***

If you have any questions, please contact the AERO Institute at (661) 276-AERO (2376)

**Print and complete this form and fax to the AERO Institute at (661) 265-9548.**