[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Room booking form

Book meeting rooms without double-booking - one form, one log.

Booking reference	[RB-0001]
Requested by	[Name]
Department	[Department]
Contact	[Phone / email]

Booking details

Room	[Room name]
Date	[Date]
Start time	[Time]
End time	[Time]
Number of people	[Number]
Layout needed	[Boardroom / theatre / cabaret]
Equipment needed	[Projector / video call / flipchart]
Catering	[Yes / No - details]

Approval

Approved by	[Name]
Status	[Confirmed / Declined]
Notes	[Notes]

Booking log (for the booker)

Date	Room	Time	Booked by
[Date]	[Room]	[Time]	[Name]
[Date]	[Room]	[Time]	[Name]

[Company name]

Sign-off

Requested by	Approved by	Date