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**Riata Center Downtown Stillwater**

**Facility Request Information**

*Riata Center Downtown Stillwater cannot always guarantee initial choice of room, dates, times but will make every effort to do so or otherwise suggest additional options. This may mean contacting you to discuss alternative available space, dates, and/or times)*

* **Room: (***Please select your preference)*
	+ **Co+Lab\***
	+ **Standing Conference**
	+ **Executive Conference**
* **Date of Event:**
* **Time:** *(scheduled start and end times of your meeting/event)*
* **Purpose:** *(Provide brief explanation of intended use of space)*
* **Organizing Group or Individual\*\*:** *(name and contact information)*
* **Catering Notes:** *(e.g. notes for how to set up catering tables, any catering setup provided by RCD)*
* **AV Needs:**
* **Other Notes:** *(include any additional notes regarding room setup, catering arrangements, request for contact by Riata Center Downtown Stillwater staff, etc.)*

\* *Co+Lab is meant to be a collaborative, shared space. This means that unless otherwise requested and approved by Riata Center Downtown Stillwater staff any event in the Co+Lab will be open for attendance by the general public. Additionally, the general use of the Co+Lab space by fellow members will not be restricted.*

*Please include special requests for “private use of Co+Lab space in the “other notes”*

*section of the request form. A member of the Riata Center Downtown Stillwater staff will*

*contact you within 1 business day from the time your request is received.*

***\*\**** *Riata Center Downtown Stillwater (RCD) reserves the right to deny request for use of facilities where the stated “purpose” or the requesting organization/individual does not coincide with RCD mission as related to the development and advancement of the innovation & entrepreneurship ecosystem in Stillwater.*