

**CHAGRIN FALLS EXEMPTED VILLAGE SCHOOLS
EMPLOYEE ROOM RESERVATIONS**

1. Complete EMPLOYEE FACILITY RESERVATION form.
2. Forward the form to the Facilities Office through the inter-school mail or email it to Annette Morud
3. The approved form will be sent back to you after the room is reserved for you.
4. You should not assume that the room is reserved until you receive a form signed by either Annette Morud or Bob Lonchar.