

## Fernald Preserve Community Meeting Room Application

Seated Occupancy: 120 theater seating, 80 classroom seating, 40 conference room seating

## Fernald Preserve Program Shelter Application

Seated Occupancy: 58 at standard outside tables

(Restrooms are in the adjacent Visitors Center, kitchen is not included with shelter reservation.)

## Fernald Preserve Resource Room Application

Seated Occupancy: 8 at conference table

Indicate which facility/ies you are requesting:

Community Meeting Room

Program Shelter

Resource Room

Name of sponsoring organization: \_\_\_\_\_

Contact person : \_\_\_\_\_

*Note: The contact person is responsible for supervising the group and must be present at all times.*

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

Phone number: \_\_\_\_\_ Alternate phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Requested date: \_\_\_\_\_ Alternate date: \_\_\_\_\_

Requested activity start time: \_\_\_\_\_ End time: \_\_\_\_\_

Requested facility access time: \_\_\_\_\_ Departure time: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ (A minimum of 1 adult for every 12 minors is required.)

Description of proposed activity:

### Check equipment requested: (Complete for Community Meeting Room only)

If you require set-up other than conference seating with tables, please call the Visitors Center at (513) 648-3330.

Computer with Internet access and projector

Computer/video projector

Teleconference system

Videoconference system

Audio address system with wireless microphones

VCR/DVD player

Audio output for video recording

Registration table

[Click here for policy](#) Type **yes** in following box stating you have read and agree to our policy:

**Fernald Preserve Community Meeting Room Application (continued)**  
**Fernald Preserve Program Shelter Application (continued)**  
**Fernald Preserve Resource Room Application (continued)**

**By completing and submitting this Community Meeting Room/Program Shelter, Resource Room Application, the contact person agrees to all general usage policies, procedures, and terms of use.**

Submit electronically or mail this application to: *Donna Metzler*  
*Fernald Preserve*  
*10995 Hamilton-Cleves Highway*  
*Harrison, OH 45030*  
*Phone: (513) 648-3330*  
*Email: [fernal@lm.doe.gov](mailto:fernal@lm.doe.gov)*

The Fernald Preserve Visitors Center is located at 7400 Willey Road, Hamilton, OH 45013.

***Notice: You will receive an electronic or phone confirmation that your application has been received; however, the request is not officially booked until it goes through an approval process that may take up to 2 weeks.***