**LCC Meeting Room Request Form**

During the COVID-19 pandemic, if you require the use of an LCC meeting room you must request this via Corporate Property, so that we can ensure the room is set up safely and risks can be mitigated.

Please complete the form below and return it to CorporatePropertyTeam@lincolnshire.gov.uk

Upon receipt of the information, your request will be assessed and a response will be provided to you. Once you have received confirmation that your request has been granted, you will be informed of which meeting room you can use (Corporate Property will book out the meeting room on your behalf). You will also be provided with the site procedures.

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Questions** | **Response** | **Comments** |
|  | **Name of Person Making Request** |  |  |
|  | **Reason for Meeting** |  |  |
|  | **Meeting Date(s)** |  |  |
|  | **Number of attendees plus their name(s)** |  |  |
|  | **Meeting start time(s)****Meeting end time(s)** |  |  |
|  | **Who is attending i.e. LCC staff or members of public** |  |  |
|  | **Where is your usual work base?**  |  |  |
|  | **What arrangements will be put in place for meeting/greeting attendees?** |  |  |
|  | **Do you require the room in any particular format?** |  |  |
|  | **Are there any special requirements?** |  |  |

**If you request is approved by Corporate Property, we will require a risk assessment completing and returning in advance of the meeting to ensure the meeting meets Covid safety guidelines.**