



Conference Room Reservation

Probation Connections offers meeting space to Tulare County Departments, Agencies, and Associates. To effectively provide space for meetings, while still meeting the needs of our partners, this form is required to reserve space. Reservation requests must be submitted three (3) days prior to the event date. Please fill out the form in its entirety.

Date: _____

Name: _____

Address: _____

Email: _____

Phone: _____

Requesting Agency: _____

Best Way to Connect: ☐ Phone ☐ Email

Agency Phone: _____

Agency Email: _____

Purpose of Room Reservation:

Date of Event/Room Reserved: _____

Time: _____ to _____

Number of Attendees Expected: _____

Is Your Event/Meeting Open to Public: Y/N ____

Any Videoing/Filming: Y/N ____

Technology/Using Conference Room PC: Y/N ____

Use Own Laptop Need Wi-Fi Connection: Y/N ____

Conference Room Desired:

Yosemite ____ (Largest Room Capacity 40)

Sequoia King ____ (Capacity 22)

Redwood ____ (Therapy-Room setting Capacity 15)

Joshua Tree ____ (Capacity 22)

Channel Islands ____ (Capacity 22)

Point Reyes ____ (Capacity 22)

Pinnacle ____ (Capacity 22)

Lassen Volcanic ____ (Capacity 22)

Reviewed By: _____ Date: _____

Approved: _____ Denied: _____