

Please read and complete the forms and fax or mail to us to reserve the room, we reserve on a first come basis. Sign and fill in the date of meeting, your address and any other information.

Our office is open at 8:30 am until 5:00 pm, Scout Shop until 6:00 pm (7:00 pm on Monday), if meetings are before or after that time you need to pick up a key during office hours.

Complete the top portion of the “The DeVos Family Center Scouting Information Request” form and return it to us. When you arrive for the meeting the form will be in the room for you to complete the “Check Out Procedure” portion of that form, after the meeting return the signed form and key to the reception desk.

Thank you.

Jane

MEETING ROOM SIZE SPECS

UPSTAIRS MEETING ROOMS

STEELCASE	75 with tables 120ppl theater style/with chairs
WILLIAMS ROOM	15ppl with tables (standard table) 32ppl with chairs
FAIRMAN ROOM	25 ppl with tables (by kitchen) 39ppl with chairs

The insurance cannot be a home insured policy unless they specifically carry a writer for \$1 million that insures, BSA/Gerald R. Ford Council. They can ask for a writer for a single occurrence.