

Bureau of Human Resources Meeting Room Requests

Please complete the following form to request a meeting room or the computer lab and e-mail to ctr@state.sd.us or fax to 605.773.5389.

- **Computer Lab**- 15 computers and one instructor station.
 - Requests that include software installations need to be made at least four weeks in advance. Any questions contact Brenda Thomas at 773.4704 or BHR Training at 773.3461.
- **Meeting Room 1**- Room is set up classroom style and holds a maximum of 40 people.
- **Meeting Room 2**- Room is set up classroom style and holds a maximum of 30 people.

Meeting Room Preference:

Contact Person's Name & Phone Number:

Department or Agency:

Instructor's Name & Phone Number:

Date(s) and time(s) of Class:

Subject of Class:

Will software need to be installed? If so, what?

Installation Instructions:

Please provide a copy of software four weeks in advance to ensure proper installation before class date.

Additional Comments:

Food and drink is prohibited from the computer lab.

For BHR Training Use Only

Computer Lab:	
Call Ticket:	