



Massachusetts Building
Meeting Room Reservation Form
Massachusetts Department of Agricultural Resources

Date Requested for Meeting: _____ Time frame: _____

Name of Group: _____

Contact for Group: _____

Contact phone # / email: _____

Notes/ Special Requests:

MDAR representative for the meeting and contact info:

MDAR Approval name and title: _____

Signature _____

Room notes: There is a locked closet for necessary paper products if needed. Ask MDAR contact for questions. After meeting please be sure to return room to same condition when arrived.

Temperature notes: Temp is set from 8–4pm weekdays and weekends 9-10am at 70°. Please don't touch thermostat unless necessary. If meeting outside of those times, it is set at 58°. If you need to adjust thermostat temperature, open bottom section of thermostat, push the up arrow to desired temp. It will automatically go to the temp you set for 2-3 hours, and then automatically go back to normal. This step can be repeated if needed.

Elevator: It should be always on. If not, please report. Do not hit any other buttons other than 1 or 2.

Email Request Form to: mary.jordan@state.ma.us and richard.leblanc@state.ma.us

Massachusetts Building phone #: 413-205-5506 (fax same)

For emergencies:

Mary Jordan, 617-626-1750, cell: 617-459-8746; Rick LeBlanc, 617-626-1759, cell: 617-803-7308;
Ron Hall, 617-626-1704, cell: 413-374-8307.