



ELMobility Room

Unit Request Instructions

Units requesting the ELMobility Room should contact Lisa Wolf or Gary Tanner to verify scheduling and availability of the room, and to submit a Unit Request form.

Unit Request forms should be submitted via e-mail at least four weeks in advance.

Requesting units will be responsible for providing their own child care.*

We ask that the requesting unit provide at least two volunteers to assist with the set-up and tear-down of the room.

The ELMobility Room Trailer will need to be parked in an easily accessible location adjacent to the building where the room will be used in order to facilitate the set-up and tear-down of the ELMobility Room, and will remain on location during the use of the room.

Units are required to fill out the Unit Liability Waiver and submit with the event application.

***The use of a television and DVD player would be a plus if the unit could provide one.**

ELMobility Room Contact Information:

Room Coordinator: Lisa Wolf,

Phone: (586) 202-1567, E-mail: navymom32983@aol.com

Reconnect Committee Chairman: Gary Tanner, American Legion Department of Michigan

Phone: (313) 550-4289, E-mail: gtanner364@gmail.com

Request procedures may be updated and modified as needed.

