Request for Facility Use

Date of Event: ____________ Start Time: __________ End Time: __________

Event Name: ____________________________ Organization Name: ____________________________

Contact Person: ____________________________ Phone: ____________________________

No. of guests: _________ No. of classroom space needed: _________ (each classroom has a max. capacity of 25)

Food Requested: Yes☐ No☐ Lunch (includes sandwich platter, choice of two salads, chips, water & coffee)
Yes☐ No☐ Continental Breakfast (includes yogurt, trail mix, bagels, orange juice & coffee)

Budgeted: Yes☐ No☐ (refer to the note below)

Equipment/Materials Required

Sign in table: Yes☐ No☐ Notes:_____________________________________________

Assistance w/set up: Yes☐ No☐ Notes:_____________________________________________
(It is highly encouraged that organizations arrive 2hrs prior to the event for set up)

Tables/Chairs: Yes☐ No☐ No. of tables:__________ No. of chairs:__________

Notes:_______________________________________________
(Indicate if a special seating style/arrangement is needed)

Sound System: Yes☐ No☐ Notes:_____________________________________________

Video: Yes☐ No☐ Notes:_____________________________________________

Projector: Yes☐ No☐ Notes:_____________________________________________

Internet: Yes☐ No☐ Notes:_____________________________________________

Special Requests:__________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

If applicable, Send Bill To: ______________________________________________ Contact First & Last Name

Address: __________________________ City: __________________________ Sate: _____ Zip: _______

*Notes: In compliance with DOL requirements for apprenticeship programs, classroom space rates will apply if the event/meeting is not “training” specific. Similarly, food costs will also apply.

Approved: Yes ☐ No ☐