Room Request/Event Clearance Form

DISTRIBUTION: CAMPUS CENTER, APPLICANT, FACILITY DIRECTOR

ROOM FOR WHICH REQUEST IS MADE: ____________________________

APPROVED: ____________________________

REQUESTED: ____________________________

APPROVED: ____________________________

DATE: ____________________________

TIME: ____________________________

ACTIVITY: ____________________________

LOCATION: ____________________________

DIAGRAM OF ROOM SET-UP

In This Section, please indicate reference points such as doors, windows, and exits.

DIAGRAM OF ROOM SET-UP

INSTRUCTIONS:

1. Fill out this form completely. When completed, return this set intact to the Campus Center Programs Office.
2. The even will be confirmed the day of the event.
3. Please note the dates of reservations. Failure to comply with this instruction may result in the loss of this facility.
4. If you need any assistance, please contact the Campus Center Programs Office. The Campus Center Programs Office is located in the Campus Center, 2nd floor.

NOTE: The rooms are for the exclusive use of students and staff of the college. It is strictly prohibited to use the rooms for any commercial purposes.

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