



MC - ON CAMPUS SPACE RESERVATION CONTRACT

This contract is for the use of College Faculty, Staff and Student Organizations. Student Organizations must have advisor's signature and Dean of Student Development or Student Activities Coordinator/Director. No space may be used unless a request has been approved by Facilities. Availability of space must be checked in advance with the Campus Facilities Office. This contract must be submitted five (5*) working days prior to the scheduled event, failure to do so will result in denial of the request to use the facility. Request for Services Form 8.113b must accompany this contract if services are requested. *IT/Theater Tech requests need a ten (10) working day advance notice for equipment set ups. Please note that this event may be cancelled due to an instructional event or weather emergency.

CANCELLATION OF AN EVENT REQUIRES THREE (3) WORKING DAY'S NOTICE.

Name of Applicant _____ Date _____
 Dept./Instr. Unit _____ Phone _____
 Space Requested _____

DATES OF EVENT	HOURS RESERVED (include set up and clean up time)
	a.m. p.m.
	a.m. p.m.
	a.m. p.m.

DESCRIPTION OF EVENT - Check appropriate boxes: **EXPECTED ATTENDANCE** _____

Lectures Meeting Film Social Other

BRIEF DESCRIPTION:

GROUP SPONSOR CERTIFICATION
 I agree to be responsible for the College group's activity and conduct, to be present during event.

ADDITIONAL APPROVAL (if required)
Comments/Notes:

Print Name _____

Signature _____ Date _____

Unit Administrator/Authorized Designee _____ Date _____

FACILITIES OFFICE USE ONLY

Comments: _____ Date Received _____

Request for Services attached Yes No

 Campus Facilities Representative _____ Date _____

APPROVED **DENIED**