

FACILITY RESERVATION REQUEST

To reserve space for campus events, kindly complete this form and submit to the College Center at least 14 days in advance. This form may be dropped off at the TCC Information desk, faxed to the TCC office at 610-606-4617, or sent via inter-campus mail. Upon receipt, we will review space availability and issue a signed confirmation. If you have any questions, please contact the TCC office at 610-606-4666 ext. 3432 or ext. 3434. In order to book classroom space please contact the Registrar's office at registrar@cedarcrest.edu.

Name of Event _____ **Date(s) of Event** _____

Facility Requested _____ **Estimated Attendance** _____

Event Start Time _____ AM PM **End Time** _____ AM PM

Hours of Access _____ *Please remember to allow for set-up/tear down of your equipment, food, etc.*

Contact Person _____ **Box #** _____ **Telephone #** _____

Sponsoring Org./Dept. _____ **Account #** _____

Team Leader _____ *(Responsible for all equipment & Tech needs)*

1. **Are food or beverages being served?** Yes No

Do you require table cloths /table skirts? Yes No

If yes to either one, please contact Food Services (Ext. 3446) upon confirmation of this request.

2. **Do you require technical equipment for your event?** Yes No

- Overhead Projector Mic – podium
- Slide Projector Mic – stand Custodial Services Required
- Data Proj. /Laptop Mic – table
- Data Proj. /VCR Mic – lapel Safety and Security Services Required
- TV/VCR/DVD Mic – wireless
- Cassette Player Lighting Needs Other
- CD Player portable screen

Special Needs:

(REQUIRED) Please include ALL details and requirements here. Use additional paper if necessary.

- | | | | |
|--|---|---|---|
| Typical Set-ups: | <input type="checkbox"/> Vendor Table Request | (# of Tables requested __) | |
| <input type="checkbox"/> Theatre Style | <input type="checkbox"/> Square Shape | <input type="checkbox"/> U Shape | <input type="checkbox"/> Class Room Style |
| <input type="checkbox"/> Cafeteria Style | <input type="checkbox"/> No special Set-up Required | <input type="checkbox"/> See Attachment | <input type="checkbox"/> __ Hi Top Round Tables |
| | | | <small>* restrictions apply</small> |

- Equipment:
- Podium
 - Flip Chart
 - Trash Brutes
 - Banner

Please note: Walk through and testing of equipment will be required prior to event. Please contact the TCC office to set up a time.

For Internal Use Only:

- ___ Theater Chair approval required for the use of Samuels Theater (TCC)
 - ___ Athletic Director approval required for the use of the gymnasium and/or athletic fields
 - ___ Approval required for the use of Lees Chapel
 - ___ President's office approval required for the use of Harmon Hall of Peace and LaChaise Gallery
 - ___ Registrar's office approval required for the use of any classroom space (Including Alumnae Hall and Little Theater)
- Maintenance Security Food services Requestor Custodial Theater Dept Student Affairs Community Svs. General Svs. Athletics AV/IT

Requested by (Signature) _____ **Date** _____

Associate Dean of Student Affairs (Signature) _____ **Date** _____

Student Organizations and Clubs are required to obtain approval by Associate Dean of Student Affairs.

Confirmed by (College Center Director) _____ **Date** _____

