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 □ Slide Projector □ Data Proj. /Laptop □ TV/VCR/DVD □ Cassette Player □ CD Player
   □ Custodial Services Required □ Safety and Security Services Required □ Other

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

Typical Set-ups:
□ Theatre Style □ Stadium Style □ Cafeteria Style
□ Square Shape □ U Shape □ No special Set-up Required
□ See Attachment □ ____ Hi Top Round Tables
(# of Tables requested __)

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 Alumnas Hall and Little Theater)
□ Maintenance □ Security □ Food services □ Requestor □ Custodial □ Theater Dept □ Student Affairs □ Community Svcs. □ General Svcs. □ 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 ____________

□ Ad Astra