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. In order to book academic space please contact the Registrar's office at registrar@cedarcrest.edu. 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.

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

   **Special Needs:**
   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

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

   **Typical Set-ups:**
   Vendor Table Request (# of Tables requested ___)
   Theatre Style Square Shape U Shape Class Room Style
   Cafeteria Style No special Set-up Required See Attachment __ Hi Top Round Tables
   Do you require assistance with Publicity for this event? YES NO
   If yes, please complete a Communications Project Request form outlining your publicity needs.

   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 __________________

   Director of Student Activities (Signature) ______________________________ Date ________________

   Student Organizations and Clubs are required to obtain approval the office of Student Activities.