

Room Request

Care of Facility: The club is responsible for room cleanup and any damages occurring as a result of facility use. If assigned a classroom, please return the room to its original arrangement.

Alcohol: The use or possession of alcoholic beverages on campus is prohibited.

Smoking: Eastfield College is a non-smoking institution.

I have read the above policies and procedures and agree to abide by them in representation of the Student Club named below.

Club Name: _____

Club Officer's Signature: _____ Phone: _____

E-mail: _____

Advisor's Signature: _____ Phone: _____

Event Day/Date: _____ Time: _____ to _____

For semester dates, please list each individual day. Example: Monday, September 8, Tuesday, September 16, etc.:

Time needed for pre-event preparations: _____

Time needed for cleanup: _____

Expected Attendance: _____

Preferred Room: #1: _____ **#2:** _____ Purpose of the Facility Use
(Please be specific) _____

Is the event open to the public? yes no

Is there an admission charge? yes no

Will food be served? yes no

(If yes, be sure to speak to your SPAR Liaison before the event.)

Room Arrangement: Classrooms do not require special arrangements. If you are requesting a room that is not a classroom, you are required to submit a room diagram to your liaison no later than 4 days prior to the event. Please indicate below the items needed for your set up.

_____ Tables # _____ Chairs _____ Podium _____ Microphone _____ TV/VCR
_____ Sound System (for large group gatherings) _____ CD Player _____ Other

For Office Use Only:

Room Reserved: _____ Date: _____ Weekend: Police _____

Audio/Visual: _____ Date: _____ Facilities _____

Work Order: _____ Date: _____

Secretary: _____ SPAR Liaison: _____

Copies: Original - Club Yellow - SPAR Liaison Pink - Secretary

Revised: 07/02