

**HERKIMER COUNTY COMMUNITY COLLEGE**

**CAMPUS ROOM USE REQUEST FORM**

YOU MAY WISH TO CHECK THE FACILITIES UTILIZATION SCHEDULE NOW AVAILABLE ON THE HCCC INTRANET FOR AVAILABILITY BEFORE COMPLETING THIS FORM -

Received: \_\_\_\_\_

**CE USE -  
Confirmation of Room  
Reservation ONLY**

**To reserve campus facilities for a college sponsored event, complete this form and forward to the Office of Community Education (CC 255), attention: Technical Assistant (Extension 8252)**

(IF YOUR EVENT OR ACTIVITY IS SPONSORED BY A NON-CAMPUS ORGANIZATION, DO NOT USE THIS FORM. CONTACT THE OFFICE OF COMMUNITY EDUCATION)

**PLEASE NOTE: DUE TO A SIGNIFICANT INCREASE IN THE USE OF FACILITIES, RESERVE ROOMS EARLY TO ASSURE APPROPRIATE SPACE/SERVICES FOR YOUR EVENT.**

- > STUDENT ORGANIZATIONS *MUST* SCHEDULE MEETINGS AND EVENTS THROUGH THE STUDENT ACTIVITIES OFFICE.
- > PLEASE NOTIFY COMMUNITY EDUCATION IF YOUR EVENT IS CHANGED OR CANCELLED.
- > THE CAMPUS ROOM USE SCHEDULE IS UPDATED DAILY AND AVAILABLE TO VIEW ON THE FACULTY/STAFF INTRANET.

**TITLE OF EVENT:** \_\_\_\_\_

**DATE(S) OF EVENT:** \_\_\_\_\_

**ACTUAL TIME(S) OF EVENT (start/end):** \_\_\_\_\_ **SET-UP TIME:** \_\_\_\_\_

**BUILDING/ROOMS:** \_\_\_\_\_ **GROUP SIZE:** \_\_\_\_\_

**COLLEGE ORGANIZATION SPONSORING EVENT:** \_\_\_\_\_

**EVENT CONTACT PERSON:** \_\_\_\_\_ **PHONE EXT:** \_\_\_\_\_

**APPROVAL FOR WEEKEND REQUEST:** \_\_\_\_\_

*Dr. Ronald Williams, President*

**FOR CONFIRMATION OF THE SERVICES BELOW, YOU MUST CONTACT MAINTENANCE, R/TV/AV, and/or FOOD SERVICE**

**Maintenance:**

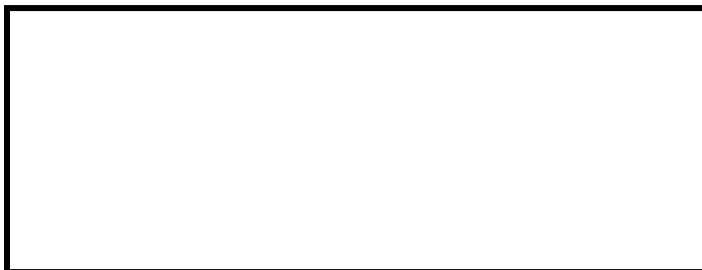
For details on possible room arrangements, contact Maintenance at ext. 8216.

**Room Set-Up:**

- |                                       |                                     |                                     |
|---------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> "U" Shape    | <input type="checkbox"/> Conference | <input type="checkbox"/> Classroom  |
| <input type="checkbox"/> Round Tables | <input type="checkbox"/> Theater    | <input type="checkbox"/> Clear Room |

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Diagram of Room Set-Up:** (Attach addl. sheets if necessary)



**Equipment needs:** (check all that apply)

- |                                                                                                            |                                                                |                                 |
|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------|
| <input type="checkbox"/> Chairs                                                                            | <input type="checkbox"/> Blackboard                            | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Tables                                                                            | <input type="checkbox"/> Easel (You must supply pad & markers) |                                 |
| <input type="checkbox"/> Piano (You are responsible for the cost of tuning if it should need to be moved.) |                                                                |                                 |
| <input type="checkbox"/> Other:                                                                            |                                                                |                                 |

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**R/TV/AV Services:**

Equipment is available on a first-come, first-serve basis. To request equipment, please complete request form available on the HCCC Intranet, or call ext. 8733. Audio/visual needs (check all that apply):

- |                                                                  |                                        |
|------------------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> PA System - Mic                         | <input type="checkbox"/> Laptop        |
| <input type="checkbox"/> LCD/Video Projector                     | <input type="checkbox"/> Screen        |
| <input type="checkbox"/> VCR & Monitor                           | <input type="checkbox"/> DVD & Monitor |
| <input type="checkbox"/> Teleconference set-up contact ext. 8733 |                                        |
| <input type="checkbox"/> Other:                                  |                                        |

\_\_\_\_\_  
\_\_\_\_\_  
Set-Up Time: \_\_\_\_\_

**Food Service:**

For details, menus, and price information, you must contact food service directly at ext. 8311.

(You must complete maintenance section for room/table set-up/clean-up.)

Check all that apply: Serve Time:

- |                                        |       |
|----------------------------------------|-------|
| <input type="checkbox"/> Coffee Break: | _____ |
| <input type="checkbox"/> Breakfast:    | _____ |
| <input type="checkbox"/> Lunch:        | _____ |
| <input type="checkbox"/> Snack:        | _____ |
| <input type="checkbox"/> Dinner:       | _____ |

Building/Room: \_\_\_\_\_  
Approx. Number Expected: \_\_\_\_\_  
Bill to: \_\_\_\_\_  
Signature of Budget Manager: \_\_\_\_\_  
Food Service Waived: \_\_\_\_\_