

## Event Form for Use of West Campus Facilities

I understand that this form must be completed and arrive at the Provost's Office five (5) working days prior to the event.

Today's Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_ Reason: \_\_\_\_\_

### EVENT INFORMATION:

Event Title: \_\_\_\_\_ Room(s) Assigned: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ **Reservation Confirmation #** \_\_\_\_\_

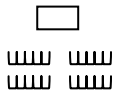
Reservation Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Number of Expected Attendees: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Ext. \_\_\_\_\_ Mail Code: \_\_\_\_\_

**ROOM CONFIGURATION: Large rooms only i.e. 6-202 or HSB 105. Both rooms are "smart."**

**Please check the room arrangement you require. Add notes or send a separate schematic, if necessary.**

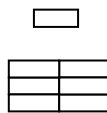
**No set up is required. Standard set-up for 6-202 is "U" shape. Standard set-up for HSB 105 is Theater Style.**



**Theater**



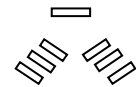
**"U" Shape**



**Classroom**



**Conference**



**Chevron**



**Round Tables** \_\_\_\_\_ **# Chairs** \_\_\_\_\_



**6' Tables** \_\_\_\_\_ **# Chairs** \_\_\_\_\_

### COMMENTS/SPECIAL NEEDS:

I understand that I am responsible for ensuring that all Valencia Community College policies, rules and regulations are adhered to by my group. I further understand that I am responsible for contacting:

- ◆ Cabin Creek Catering, ext 1193 or 407-376-7522, for food service.
- ◆ Audio/Visual and Support Services, ext. 1488, for equipment or supplies.
- ◆ Security, ext 1000, for special needs, i.e., reserved parking, buses on campus, etc.
- ◆ College & Community Relations, ext. 3122, and/or Marketing & Media Relations, ext. 1017, if this is a collegewide or community attended activity.

### CONFIRMATION:

Requestor's Name: \_\_\_\_\_ (Date) \_\_\_\_\_

Approved/Cleared By: \_\_\_\_\_  
(Provost Office)

Copies To:            Plant Operations            Security            Cabin Creek            Requestor

Please print & mail, MC-4-1, or fax, ext.1912, to Provost Office. An approved/signed copy will be returned to you.

## **SPECIAL REGULATIONS**

### **REGARDING THE USE OF WEST CAMPUS FACILITIES**

**Valencia Community College assumes no responsibility for injuries or damages incurred to persons or property.**

**It is the requestor's responsibility to observe college operating hours at all times when on campus.**

**The individual requesting use of campus facilities is responsible for ensuring that all Valencia Community College's policies, rules and regulations (including the prohibition of beverages with red dye) are adhered to by his/her group.**

**Special attention must be given by the requestor to make sure the college regulations prohibiting the use or possession of alcoholic beverages or illegal drugs on campus are strictly enforced.**

**The requestor also assumes responsibility for any damages incurred to Valencia Community College's facilities.**

**Please notify the Provost's Office (ext. 1370) if your event is canceled so that others may utilize the space.**

**If two events are requested for a given room, the group that made the first request will determine the setup for that room.**

**The West Campus has security personnel on site at all times and can be reached at ext. 1000 or 407-582-1030.**

## **IF YOU NEED . . .**

### **Audio/Visual Equipment**

**The Audio/Visual Support Services Department has equipment that may be available for use by your group. Call ext. 1488 (as soon as possible) to reserve equipment that you may need. Conference Rooms, 6-202 & HSB 105, are "Smart Rooms" with high tech equipment and for security purposes; these spaces should not be left unattended.**

### **Food Services**

**Cabin Creek Catering has a contract for campus food services. To coordinate any special food service needs related to your function, please contact the Food Service Manager at ext. 1193. If you do not use the services of Cabin Creek Catering, you are responsible for clean up, leaving the room presentable for the next meeting.**