



## Orange County Community College

Central Scheduling Office

115 South Street

Middletown, New York 10940

Phone: (845) 341-4720 Fax: (845) 341-4721

### Central Scheduling Request Form APPLICATION FOR USE OF FACILITY

Event Date: \_\_\_\_\_

TO: **CENTRAL SCHEDULING OFFICE**

TODAY'S DATE: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_

PHONE/EXT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ DAY: \_\_\_Sun \_\_\_Mon \_\_\_Tue \_\_\_Wed \_\_\_Thu \_\_\_Fri \_\_\_Sat

BUILDING: \_\_\_\_\_ ROOM: \_\_\_\_\_

Reserve Time: \_\_\_\_\_ to \_\_\_\_\_ Event Hours: \_\_\_\_\_ to \_\_\_\_\_

Event Name: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**\*\*\*Please be advised that PARKING IS LIMITED at the NEWBURGH CAMPUS\*\*\*\***

### SPECIAL NEEDS AND/OR SUPPORT SERVICES REQUIRED

Check all special **equipment** required:

\_\_\_TV & DVD/VCR player \_\_\_Slide Projector \_\_\_LCD Projector \_\_\_Laptop/PC \_\_\_Internet Connection

\_\_\_Tables & Chairs (**Note\*\* Attach a floor plan when requesting tables and chairs to be set up.**)

\_\_\_Other: (please specify) \_\_\_\_\_

NOTE/COMMENT:

Check all special **services** required:

\_\_\_Maintenance \_\_\_Security \_\_\_Scoreboard Operator \_\_\_Lighting Technician \_\_\_State Manager

\_\_\_ITS technical support

\_\_\_Other: (please specify) \_\_\_\_\_

NOTE/COMMENT:

Will you be using food services? \_\_\_\_\_ (Y/N), If "yes" contact food service manager Bob Glohs, at ext. 4862 **AFTER** receiving facility confirmation from the Central Scheduling Office.

Will alcohol be served? \_\_\_\_\_ (Y/N), if "yes", an approved permit must be obtained from the President's Office, and a copy forwarded to Central Scheduling Office.

SPECIAL NEEDS & SERVICES

**All advertisements, promotions, and/or publications regarding any event requires approval by Vincent Cazzetta, Vice President of Institutional Advancements, (845) 341- 4726.**

**Central Scheduling Office USE ONLY:**

Event posted on Room Scheduler on \_\_\_\_\_, by \_\_\_\_\_.