



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: _____

SPECIAL NEEDS AND/OR SUPPORT SERVICES REQUIRED

Check all special **equipment** required:

___TV & DVD/VCR player ___Slide Projector ___LCD Projector ___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 ___Stage 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.

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

Note: Maintenance fees may be applied if clean up is required and not paid for in advance.

Central Scheduling Office USE ONLY

Event posted on Room Scheduler on _____, by _____.