



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.

If you plan on using the college's name or logo for any advertisement, publication, or promotion regarding this event, please contact Vinnie Cazzetta, the college's Vice President for Advancement at 845-341-4726, for approval.

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 _____.