



Orange County Community College

Food Services

115 South Street

Middletown, New York 10940

Phone: (845) 341-4862 Fax: (845) 341-4359

Food Service Request Form

Event Date: _____

TODAY'S DATE: _____

Organization: _____ College _____ Non-College _____

Type of Event: _____

Event Date(s) & Time(s): _____

Location/Building: _____ ROOM: _____

Food for How Many? _____

Please note any special requests below:

_____ will see/contact you on details.
(Name and phone number)

The person(s) below will be responsible for payment of services:

Name: _____

Address: _____

Phone Number(s): _____

Please forward completed forms to:

Robert Glohs
Director of Dining Services
(Address listed above)
robert.glohs@sunyorange.edu
cc: Regina Corbacio

Or fax to: (845) 341-4359

Any questions, Please Call: (845) 341-4862

*******PLEASE NOTE*******

**Should the college be closed due to inclement weather on the
day of event, the event will be cancelled.
Most up to date closing information can be found on our website at
www.sunyorange.edu**