



Orange County Community College
 Central Scheduling Office
 115 South Street
 Middletown, New York 10940
 Phone: (845) 341-4720 Fax: (845) 341-0683

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

Maintenance Security Special Seating / Table Plan

(Note** Attach a floor plan when requesting tables and chairs to be set up.)

Describe Specific Service Needs, Notes or Comments Below:

TECHNOLOGY Equipment and/or Support requires a MINIMUM 1 week lead time AND need a work order.

Any requests made with less notice **a** *UmbchVYZ`Z`YX* pending equipment / personnel availability.

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The HYW bc`c] mSupport K cf` CfXYf Request Form can be found on our IT Service Portal.

Browse to <https://itservice.sunyorange.edu> and use the "Schedule Event Request" button.

note** you must arrive **at least** 15 minutes before event *ç Á ^^Á ãç~ !A^&@ &ae Á !Aç] áÁ ~*

**** Any changes to technology requested less than 48 hours notice may not be accommodated.**

Will you be using food services _____ (Y/N)

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 Advancement at 845-341-4726, for approval.

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