

REQUEST FOR USE OF COLLEGE FACILITY FORM

BLINN COLLEGE – BRENHAM CAMPUS

SPECIAL SET-UP REQUEST MUST BE ATTACHED (DIAGRAMS WITH *PROPOSED* SET-UP INFO)

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| Name | | Date Requested | |
| Start Time | | End Time | |
| Address | | | |
| Contact Person | | Phone Number | |
| E-mail | | | |
| FACILITY/ROOM/SPACE REQUESTED | | | |
| Entire Student Center | | Meeting Rm. 4 | |
| Atrium Use | | Conference Room | |
| Banquet Rm. | | Kruse Center Gym | |
| Meeting Rm. 1 | | Kruse Center Multipurpose Room | |
| Meeting Rm. 2 | | Kruse Center Conference Room | |
| Meeting Rm. 3 | | | |
| Meeting Rms. 2 & 3 | | | |
| ITEMS REQUESTED FOR SET-UP IN ROOM | | | |
| *This form is simply a request. Items are available for additional charge and depend on availability. Please confirm with our office at least one day prior to the event to ensure availability. For special events requiring <u>extensive</u> set-up and audio visual needs, please contact the Student Leadership and Activities office at 979-830-4181. | | | |
| | PA System (Available in Banquet and Conference Rm. Only) - (1) Podium Mic. (2) Table Top Mics. | | |
| | Podium (1) | | |
| | Registration Table (1) | | |
| | Overhead Projector/Screen (1) - (Available in Banquet, Conference Room, and Rooms 2 & 3 Only) | | |
| | Computer / LCD Projector (1) * | | |
| | | | |
| * | Individuals are encouraged to arrive at least 30 mins. prior to the start of event to ensure compatibility with outside items such as: laptops, flash drives, DVD players, external hard drives, etc. Please contact the Blinn College HELP Desk if you need assistance with any of the audio visual and computer equipment (979) 830-4357. Items are limited. | | |
| OTHER ITEMS | | | |
| 1. | Anticipated number of participants | | |
| 2. | Are you using Blinn College Food Services? (979) 830-4165 | | |
| | Snack | Breakfast | Lunch Dinner |
| 3. | Will there be an admission charge for guest/participants? | | |
| 4. | Will there be commercial advertising? If so, please attach a brief description. | | |
| 5. | Other | | |
| AFFILIATIONS – RULES, REGULATIONS, & DISCLAIMER | | | |
| Blinn Dept. | | Organizations using the college facilities will be invoiced for all expenses following a scheduled event. Groups should safeguard and care for the facilities and assume responsibilities for payment of any damages resulting from their use of the building. A Blinn College Employee will be on duty for the duration of a scheduled event and is responsible <u>only</u> for opening and closing the building. Smoking or the use of tobacco products are prohibited in all campus buildings. Groups/individuals are allotted 2 hours prior to the event to decorate the facility upon request. All decorations must be approved by the Student Life Office PRIOR to decorating and are to be removed from the facility directly after the event. Blinn College does not store or protect any decorations or items left in the facility at any time. Special arrangement request can be made to the Coordinator of Campus Events at 979-830-4181. Guest/users are encouraged to arrive early to ensure that setup requests & audio visual/computer equipment is properly arranged. There is no technical support provided for audio visual/computer equipment. Nontraditional set-up requests that are not included in this packet must be drawn with a detailed layout and given to the Student Leadership & Activities Office at least four days prior to an event. All late requests, phone requests and last minute notices are subject to availability. By signing this form I have read, agree, and understand all the above rules, regulations, and disclaimers. Signature: | |
| Gov. Agency | | | |
| Civic/Culture Org | | | |
| Non-Profit | | | |
| Commercial | | | |
| Other, Please explain- | | | |
| FOR OFFICE USE ONLY | | | |
| Approved | Denied | Signature: | Date: |