

REQUEST TO USE COLLEGE FACILITIES - MAY 27, 2011 through AUGUST 7, 2011

Beginning May 27, 2011 through August 7, 2011, the college will be closed Friday, Saturday and Sunday. All requests will be reviewed prior to the deadline of Thursday, March 31, 2011.

If an event is critical in nature and cannot be scheduled within the time frame stated, please identify one of the following criteria which must be met:

- Is the event/activity critical to the strategic goals of the college? Yes No
Explain _____
- Is the event deemed critical to either community support or student success? Yes No
Explain _____

<i>Name/description of event:</i>			
<i>Date/Time:</i>			
<i>Person in charge/contact number:</i>			
<i>Number of participants:</i>			
<i>Type of rooms/location desired. (This will assist in scheduling weekend events)</i>			
<i>Resources needed – please place an “X” in the appropriate box below. If you indicate “YES” the costs associated with the event will be estimated by the appropriate area where services are needed.</i>			
	Description/Expenses	Yes	No
<i>Revenue generating event? Originator to estimate amount to be generated.</i>	\$		
<i>Estimated direct costs associated with this event such as food, labor, materials, etc.</i>	\$		
<i>Indirect costs:</i>			
<i>Information Technology</i>	\$		
<i>Campus Police Services</i>	\$		
<i>Food Services</i>	\$		
<i>Facility Services costs will include:</i>	\$		
• <i>Electrical expenses</i>			
• <i>HVAC expenses</i>			
• <i>Custodial/grounds/maintenance expenses</i>			
• <i>Set up/tear down expenses</i>			
<i>If set up is needed, specify date and time with description of set up.</i>			
<i>Other</i>			
<i>Total Revenue/Expenses</i>			

Submitted by originator _____ Extension _____ Date _____

Reviewed by appropriate vice president _____ Date _____

Date submitted to SLT for consideration _____ Approved Denied