Facility Reservation Request
Chandler-Gilbert Community College

Requests must be submitted two weeks prior to the event. Please check boxes that apply.

Today's Date _____ Event_____

Requestor_____ Date/Day of Event_____

Ext./Phone #_____ Hours of the Event_____

Organization/Dept._____ Room/Area Requested_____

Dept. Head/Advisor_____ Set-up Time_____

Take Down Time_____

Clubs Only _____
Student Life Director

OFFICIAL USE
Please initial indicating a copy has been made for your department.

_____ Room Book
_____ Maintenance
_____ College Safety
_____ Marketing/PR
_____ Student Life
_____ Requestor
_____ Media/Computing
_____ Other

Room/Area Assigned_____

Computing

MAC ☐ MSDOS ☐ Terminal ☐

Y_____ N____Network?

Y_____ N____Appletalk?

Y_____ N____Software Needed? (Contact 7 Days Prior to Event.)

Maintenance

Chairs _____ ☐

Tables:

5' Event Tables _____ ☐

8' Food Tables _____ ☐

Round Tables _____ ☐

Stage _____ ☐

Risers _____ ☐

Trash Cans _____ ☐

Other:_____
_____

Special Instructions/# of people attending

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

(Diagram of Room Arrangement on Back)

Marketing/Public Relations 732-7030

News Release ☐ Photos ☐
Flyer ☐

Security 732-7280

Unlock at:_____ Lock at:_____
Extra Security/# Needed:_____

Media Services 732-7110

Equipment Needed:

Slide Projector ☐ Screen ☐
P.A. System ☐ Podium ☐
Overhead Projector ☐
Computer Projection ☐
Video Playback (Tape Supplied) ☐
Video Recording ☐
Audio Recording ☐
Teleconference ☐
Computer Access ☐
VCN ☐
Audio Conference ☐
Stereo ☐
Boom Box ☐

Catering Service 732-7362

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