



Orange County Community College

Central Scheduling Office

115 South Street

Middletown, New York 10940

Phone: (845) 341-4720 Fax: (845) 341-4721

Central Scheduling Request Form APPLICATION FOR USE OF FACILITY

Event Date: _____

TO: **CENTRAL SCHEDULING OFFICE**

TODAY'S DATE: _____

REQUESTOR: _____

PHONE/EXT: _____

EVENT DATE IS _____ 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

Check all special **equipment** required: **one week lead time and based on equipment availability

DVD Player

Computer

On podium

Blu-ray Play

Projector & Screen

Microphone (specify):

Wireless Handheld

Tables & Chairs

Internet Connection

Wireless Lapel

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

Other: (please specify) _____

Describe Specific _____

Equipment Needs/Notes: _____

Check all special **services** required: **one week lead time and based on personnel availability

Maintenance

Security

ITS Equipment support (WEEKDAYS - delivery, setup, & handoff)

Contact Name: _____

Contact Phone: _____

note** you must arrive at least 15 minutes before event

Describe Specific Service Needs, Notes or Comments Below:

**** 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.