



## 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: \_\_\_\_\_ 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:

\_\_\_TV & DVD/VCR player \_\_\_Slide Projector \_\_\_LCD Projector \_\_\_Internet Connection

\_\_\_Tables & Chairs (**Note\*\* Attach a floor plan when requesting tables and chairs to be set up.**)

\_\_\_Other: (please specify) \_\_\_\_\_

NOTE/COMMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check all special **services** required:

\_\_\_Maintenance \_\_\_Security \_\_\_Scoreboard Operator \_\_\_Lighting Technician \_\_\_Stage Manager

\_\_\_ITS technical support

\_\_\_Other: (please specify) \_\_\_\_\_

NOTE/COMMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.**