

ADRIAN COLLEGE *Application is hereby made for use of College facilities as follows:*

PLEASE PRINT OR TYPE if the form cannot be read, it cannot be processed for campus use. Read the terms of usage on the reverse side before completing the form. Complete this application and submit it to the Conference Office, Valade Hall, at least fourteen (14) days prior to the planned event. Direct all facility requests (classrooms, conference rooms, auditoriums and dining, etc.) to the Conference Office at 4382.

One event date per form is preferred. Submit one form for each building requested.

Today's Date _____

Building	Room(s)	Expected Attendance
<u>Day of Event</u>	<u>Date of Event</u>	Period of Facility Use:
		In Time <input type="checkbox"/> AM <input type="checkbox"/> PM
		Exit Time <input type="checkbox"/> AM <input type="checkbox"/> PM
		Event Start Time <input type="checkbox"/> AM <input type="checkbox"/> PM
Description of event/Purpose for use of facility		
Contact Person	Office Bldg	Sponsoring Organization
E-mail Address	Phone/Campus Ext	Campus Mailbox #

**** REQUESTED ARRANGEMENTS:**

Audio Visual Equipment *-- If not already in room, please contact ECC ext. 4485 to order*

Audio Visual Assistance *-- Please contact Jee Pinsoneault 517-902-6409 or jpinsoneault@adrian.edu*

Catered *-- Please contact Pat DuMont ext. 4126 or pdumont@adrian.edu*

Non-Catered *-- Please complete a Plant Service Request Form for any of the following needs and submit with _____*

Seating Style _____ **Seating** _____ **P.A.System** _____ **Podium** _____

Technician(s): _____ **Risers:** _____ **Floor** _____ **please attach**

Other Details: _____

I have read the Terms of Facility Usage policies on the back covering the on-campus use of facilities. I understand that the use of the facility requested must be in accordance with all Adrian College policies.

Signature of Faculty/Staff **Date** **Conference** **Office** **Date**

Department Account Number *Notify Conferences as soon as possible of event cancellations*