



Miami Dade College, North Campus
The Student Life Department

FACILITIES RESERVATION

This form should be submitted to the Student Life Department, Room 4208 for room availability.

Department _____

Name of Representative _____

Title _____ Room Number _____

Phone _____ Fax _____

E-Mail: _____

Day (s) _____ Date (s) _____ Time _____

Location _____

Title of Event _____

Give a brief description of purpose

List any items you will distribute or sell (attach samples)

USE OF FACILITIES GUIDELINES

- All college organizations/departments and off-campus groups requesting use of facilities in the 4000 building must first receive approval from the Director of Student Life, Room 4208, phone (305) 237-1250.
- You must contact Security at (305) 237-1100 to open the room reserved.* (Have this form available)
- You must prepare any work orders needed via Campus Services, (305) 237-1003.*
- You are responsible for inspecting the room prior to your event to ensure that it is clean and organized. If cleaning or other maintenance is required you are to request it from Campus Services, (305) 237-1003. *
- Smoking is not allowed anywhere inside the building.
- Food and/ or beverages are not allowed without prior permission. Food and/or beverages are not allowed in the MJ Taylor Lounge under any circumstances.
- The Student Life Department is not responsible for any equipment or personal belongings used during or left after the activity, nor are we responsible for any cleaning up.
- You are required to leave the room as clean as you find it.
- You are expected to adhere to the time schedule.
- These facilities are always in demand. If you discover that you are not going to use the facility you reserved, please cancel your reservation.

*Off campus groups must contact Debbie Cole, (305) 237-1289, to assist them.

Please sign below if you agree the terms above.

Representative _____ Signature: _____ Date: _____

Director of Student Life: _____ Signature: _____ Date: _____

Approved Denied-Explanation _____