

REQUEST FOR USE OF COLLEGE FACILITIES

Completion of this form does not guarantee space availability.

Your reservation is not final until you receive a confirmation from the Office of Campus Scheduling.
Should the space requested be unavailable you will be contacted to discuss alternate arrangements.

After completing this form, please be sure to select "save as" to save your request.
Next, submit it by email it to mcarlisle@columbiasc.edu as a file attachment.

<u>Campus Scheduling Office</u>			
Please note: there is additional text space on the second page for information relating to your event.			
Name of Event or Activity:			
Requested Location/Facility:			
Date(s) of Event:		Department:	
Contact:		Contact Number(s):	
Start Time:	End Time:	Estimated Attendance:	
Check Participant Type(s): Faculty Staff Students Off-Campus Guests			
List in <i>Around Campus</i> ? Yes No Will media be invited? Yes No			
Cancellation Policy: All events must be cancelled through the Scheduling Office in advance of event date. Cancellation through the Scheduling Office is for information only, and does not cancel food service, support services, or off-campus vendors.			

<p><u>Facilities Management</u></p> <p>Set up for your event should be requested through Facilities Management. Please contact Gaby Hickman at x3754 if you have any questions. Set up requests should be submitted two weeks prior to your event.</p> <p>Audio-visual equipment may be reserved by calling the Media Center at x3712</p>

<p><u>Sodexo Food Service</u></p> <p>Service needed: (check all that apply)</p> <p style="text-align: center;">Breakfast Lunch Dinner Break/Reception Cafeteria Line Catered</p> <p style="text-align: center;">Room Only – No Dining Services needed</p> <p>Budget to be charged (name and account number):</p> <p>**Account number is required if Dining Services are requested**</p> <p>This request for facilities covers the reservation of the room only. Please contact Dining Services at x3083 to arrange for all food items.</p>
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Please return this form to: Mary Carlisle, Coordinator of Campus Scheduling and Special Projects, HSSC 202
Email: mcarlisle@columbiasc.edu ~ Phone: 803-786-3783 ~ Fax: 803-786-3576

For Office Use Only:	Date Received:	
	Date Confirmed:	
	Confirmation Number:	

Please include any additional information or questions relating to your event below.