

VALENCIA
Community College
 1800 Denn John Lane * Kissimmee, Fl 34744 * (407-582-4858)

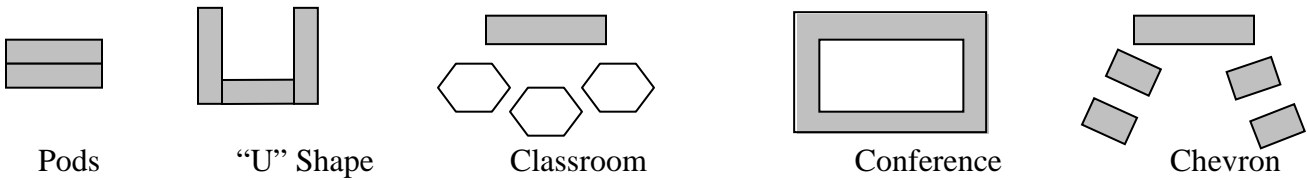
OSCEOLA CAMPUS ROOM REQUEST FORM
This form must be submitted for processing
four (4) days prior to the scheduled event

Event Title: _____

Requestor: _____ Reservation No: _____

Extension No: _____ Mail Code: _____ Number of Expected Attendees: _____

| DATE OF EVENT | AREA/ROOM REQUESTED | SETUP TIME | STARTING TIME | ENDING TIME |
|---------------|---------------------|------------|---------------|-------------|
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Please specify alternate setup instructions below (tables, chairs, podium, etc). Attach a diagram if necessary.

Additional Services:

- Audio/Visual Services (*Requestor is responsible for contacting A/V at ext. 4150*)Yes No N/A
- Campus Food Services (*call 407-528-1193*)Yes No N/A
- Campus Security (*Requestor is responsible for contacting Security at ext. 4000 for parking, unlocking & locking doors, includes computer lab 2-246 and after hours*)Yes No N/A
- Collegewide/Community-attended Event (*call ext. 3102*)Yes No N/A

It is the requestor's responsibility to observe college operating hours at all times when on campus.

I understand that I am responsible to ensure that my group adheres to all Valencia Community College policies, rules and regulations. This includes my assurance that the college regulations prohibiting the use or possession of alcoholic beverages and illegal use of other drugs or narcotics on campus will be strictly enforced. I also assume the responsibility for any damages incurred to Valencia Community College facilities. Valencia Community College assumes no responsibility for injuries or damages incurred to persons or property.

Requestor _____ /_/ / Date _____ Cleared by _____ /_/ / Date _____ Approved by _____ /_/ / Date _____