

SPECIAL EVENTS SCHEDULING FORM

Must Reserve Room or Area Before Filling Out Form
Only Typed Special Event Forms Will Be Accepted

To check availability of a room, go to **Administrative Services Page** link at (<http://www.mdc.edu/medical/administrativeservices/default.asp>) on the Medical Campus Home Page

1) Click on Room Scheduling link

2) Choose room

3) Attach copy of Calendar to this form from web page to this form once reservation is confirmed.

For scheduling of Classrooms, contact Angel Latson-Donaldson of Registrar's Office (305-237-4533 or email: alatsond@mdc.edu).

For scheduling of Atrium, contact Student Life (Room 1171, Phone: 305-237-4213).

For scheduling of Room 1175, contact Betty Hendrix in Campus Services (Room 1153-3 or email: Bhendrix@mdc.edu).

Special Events Scheduling Form must be submitted to Campus Services Office room 1153-3 within 5 business days after you receive confirmation or your event will be removed from the 1175 calendar.

Date Submitted _____ (Must be submitted at the least 5 business days in advance)

Contact Person for Event _____ Phone _____

Dept/Organization _____ Est. # of People _____

Date of Activity _____ (One Date per Form)

Check date availability on **Room Scheduling webpage** at (<http://www.mdc.edu/medical/administrativeservices/default.asp>), submit info to Student Life (Room 1171).

Location _____

Time Start _____ End _____ Reserved from _____ to _____

Event Title _____ (Allow for set-up time)

Description of activity

Advisory Meeting Orientation Pinning Presentation Seminar Testing

Other _____

Submit this Form to Campus Services Room 1153 for Approval

Must Attach Calendar & Room Diagram

Samples Room Diagrams for Room 1175 can be seen at (<http://www.mdc.edu/medical/StudentLife/room1175.asp>)

of Long Tables (Wide) _____

of Disabled Parking Spaces _____

of Long Tables (Narrow) _____

of Parking Spaces _____

of Round Tables (48in) _____

of Large Garbage Bins _____

of Round Tables (60in) _____

Note: Plastic Table Covers & Table Skirts are **not** provided

Please do not use staples or thumb tacks on the tables

of Cocktail Tables (Short) _____

Campus Service is **not** responsible for decoration setup/cleanup

of Cocktail Tables (Tall) _____

Student Life does **not** provide table covers, decorations, etc.. for non-sponsored activities.

of Chairs _____

Other _____

For further information please contact Betty Hendrix in Campus Services (Room 1153, 305-237-4202)

Campus Services Director Signature

Student Life Director/Staff Signature for Atrium

Reason Not Approved: Conflict Set-up Time Inadequate Form Incomplete

Note: For additional Support Services, you must go to the appropriate departments listed below to Submit appropriate work request forms

Media Services - Submit Complete Work Order Request Room 1160
<http://www.mdc.edu/medical/mediaforms/medicalonlineforms.asp>

Student Life - Submit Complete Hospitality Form, Room 1171
Only applies to student related events

Revised 9/15

If you require further assistance with the form, please contact Roberto Chiu at Student Life (Room 1171, 305-237-4054)