

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 Center 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 Nelly Kairuz of Registrar's Office (305-237-4371 or email: Nkairuz@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 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 Long Tables (Narrow) _____
- # of Round Tables (48in) _____
- # of Round Tables (60in) _____
- # of Cocktail Tables (Short) _____
- # of Cocktail Tables (Tall) _____
- # of Chairs _____

- # of Disabled Parking Spaces _____
- # of Parking Spaces _____
- # of Large Garbage Bins _____

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

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

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

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