

# SPECIAL EVENTS SCHEDULING FORM

**Must Reserve Room 1175 or Area Before Filling Out Form**  
**Only Typed Special Event Forms Will Be Accepted**

To check availability of a room 1175, 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 1175

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

For scheduling of Atrium or Checkered Patio, contact Student Life (Room 1171, 305-237-4213).

For scheduling of Room 1175, contact Wilson Georges ([wgeorges@mdc.edu](mailto:wgeorges@mdc.edu)) in Campus Services (Room 1153, 305-237-4202).

**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 Wilson Georges ([wgeorges@mdc.edu](mailto:wgeorges@mdc.edu)) 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**