



Facilities Rentals Department

305-237-1289 (office)

305-237-8031 (Fax)

This form should be submitted immediately to the office of Facilities Rentals Department in Room 1315. Your confirmation will be returned within 48 hours upon receipt of this form. The organization sponsoring the event is financially responsible for all program expenses and overtime.

ALL INFORMATION ON THIS FORM IS REQUIRED

Date Submitted:

Date(s) of Event:

Contact Name:

Name of department/company/organization hosting this event:

Department Room Number/Campus/Address:

Phone:

Fax:

E-mail:

Title/Name of Event:

Type and Purpose of Activity:

Are MDC employees expected to attend this event? Yes No

Are MDC Students expected to attend this event? Yes No

Are Community members expected to attend this event? Yes No

Will there be an admission fee for this event? Yes No

Set-up Starting Date:

Set-up Starting time:

Set-up Finishing Time:

Event Starting Date:

Event Starting time:

Event Finishing Time:

SPECIAL SETUPS OR SERVICES REQUESTED: You are responsible for sending work request to AV/Media Services, Campus Services, Public Safety and Lackmann Culinary Services in a timely manner and notifying them of cancellations. **Please send this office a copy of all work orders/diagrams for setups.**

Room # or Facility being requested:

Approximate Number of People attending:

Will you need extra table(s) for snacks and/or refreshments? Yes No

Will you be serving refreshments and/or food? Yes No

Will you need Public Safety? Yes No

Will you need Custodial Support? Yes No

Will you need Media Support? Yes No

PLEASE LEAVE THE FACILITY IN THE SAME CONDITION YOU FOUND IT IN. REMOVAL OF CHAIRS AND RE-ARRANGING OF FURNITURE IS NOT PERMITTED WITHOUT A WORK ORDER.

YOUR RESERVATION IS NOT CONFIRMED UNTIL YOU RECEIVE AN APPROVAL RECEIPT