



appalachian gateway

FACILITIES REQUEST FORM
SOUTHERN STATE COMMUNITY COLLEGE
SOUTH CAMPUS/APPALACHIAN GATEWAY CENTER
12681 US RT 62
SARDINIA OH 45171
1-800-628-7722, extension 3520

Distribution (office use only):

- _____ Requestor
- _____ LRC
- _____ Maintenance
- _____ Technical Support Staff
- _____ Bill Requestor after event

MEETING DATE:	Start Time:	End Time:
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REQUESTING ORGANIZATION:

Name of Event:

Will this event be open to the public? YES NO
 Will you be charging attendees? YES NO
 How much? _____

Expected Attendance:

Brief description of Activity (Speaker, exhibit, discussion, other):

CONTACT PERSON _____	E-mail: _____
Address _____	Phone (day & evening): _____
City/State _____ Zip _____	Fax #: _____

FACILITIES NEEDED: <input type="checkbox"/> Gateway Center Meeting Hall	<input type="checkbox"/> Classroom/s	<input type="checkbox"/> Student Center
<input type="checkbox"/> Catering Kitchenette	<input type="checkbox"/> Grounds	<input type="checkbox"/> Art Studio
Other: _____	Do you have a website? (enter) _____	

EQUIPMENT/ FURNISHINGS NEEDED
<input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Video Projection System <input type="checkbox"/> Power point Hookup (LCD) <input type="checkbox"/> Tablecloths <input type="checkbox"/> Walker Display System <input type="checkbox"/> Podium <input type="checkbox"/> TV/VCR/DVD <input type="checkbox"/> Overhead Projector for transparencies <input type="checkbox"/> Internet Capabilities <input type="checkbox"/> Sound System <input type="checkbox"/> Stationary <input type="checkbox"/> Portable <input type="checkbox"/> Need a computer <input type="checkbox"/> Have my own computer

BANQUETS/REFRESHMENTS	Name of catering organization? _____
Will Food/Beverages be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Food Tables (4 maximum) _____

OUTDOOR MARQUEE SIGN (Weather permitting) Spell out message:

ROOM SETUP (please fill in):
<input type="checkbox"/> Banquet Style 150 maximum <input type="checkbox"/> Classroom Style 100 maximum (with tables) <input type="checkbox"/> Lecture Style 200 maximum (without tables)
Notes: _____

Gift Shop Open? <input type="checkbox"/> Yes <input type="checkbox"/> No Appalachian Gateway Center Welcome sign? <input type="checkbox"/> Yes <input type="checkbox"/> No Literature: <input type="checkbox"/> Yes <input type="checkbox"/> No What type? _____ *Please submit proof of liability insurance along with request form
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Signature of Responsible Party _____	Date _____
* In the event the college is closed or delayed due to inclement weather or other reasons, this could cancel or postpone your event. We will attempt to contact the responsible party at the number provided on this form.	

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PRICE QUOTE GUIDELINES:

- **Business/Individual**

Gateway Center Meeting Hall: \$200/day
Classroom: \$35/day
Custodial Fees (\$20 first hour, \$10 each additional hour)

- **SSCC Other Educational Institutions:**

Classrooms: No charge during regular hours
Gateway Center Meeting Hall: No charge during regular hours
Custodial fees charged for outside school hours and for special services

- **Social Events:**

Gateway Center Meeting Hall or Student Center: \$85/hour
Custodial Fees—see above
Security Deposit: \$100

- **Non-Profit Discounts**

Classroom: No charge during regular hours
Events: \$100/day
Custodial fees charged for outside school hours and for special services

Date of Event: _____

Name of Event: _____

Bill To: _____

~ Please remit payment to:
Southern State Community College
Amanda Lewis
12681 U.S. Rt. 62
Sardinia, OH 45171

- Proof of Liability Insurance submitted

FOR OFFICE USE ONLY:

\$ _____	Facility Fee
_____	Equipment Charges
_____	Custodial Fees (\$20 first hour, \$10 each additional hour)
_____	Tablecloth Fee ____ @ \$5.00 ea.
_____	Easel Pad Fee ____ @ \$25.00 ea.
\$ _____	TOTAL

Approved: _____

Director, South Campus

Date