



CONNORS STATE COLLEGE
Request for Facility/Catering Services

Date: _____

Please Check One:

- Warner Campus, Muskogee West Campus, Three Rivers Port Campus, Student Group or Organization, Campus Department, Off Campus Group

Department or Group Name: _____

Type of Event: _____

Anticipated number of participants in attendance: _____

Event Date: _____ Start Time: _____ End Time: _____

Will there be an outside charge for your event? Yes No

Will food or beverages be served? Yes No If yes, please complete Food Service request below. (Please note, our food service contract prohibits food/beverages from outside resources for events held at the Warner Campus. Food and beverage requests will be catered by our campus food center. Alcoholic beverages are prohibited)

Meeting Coordinator: _____ Telephone Number: _____

Email Address: _____ Fax Number: _____

Food Service Requested - Warner Campus:

- Buffet, Served, Beverages, Desserts, Coffee, Reception Foods

Time and location of food requested: _____

Number of people to be served: _____

Description of food service requested: _____

Room(s) Requested:

Warner Campus

- Classroom, Gym, MSFH-Multi-Purpose Room, Student Union Lobby, Student Union Lounge, Cafeteria, Indoor Pool, Fine Arts Auditorium, LLC Auditorium, LLC Auditorium Foyer, Gatlin Hall 2nd Floor Conference Room, Other (please specify)

Muskogee West Campus

- Small Conference Room, Synar Center Testing Room, Synar Center ITV Room

NSU Approval Required for:

Three Rivers Port Campus

- Classroom, ITV Room, Room 21, Rotunda

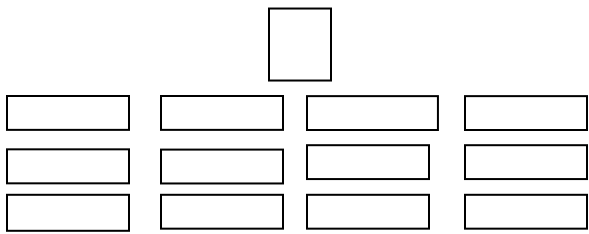
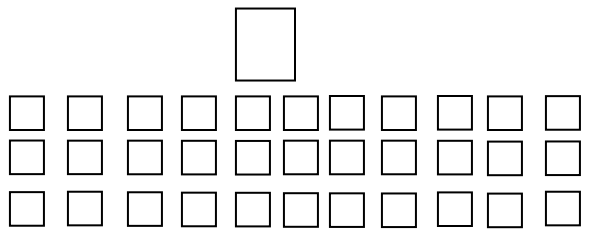
*Audio/Visual Needs: (Please check all that apply)

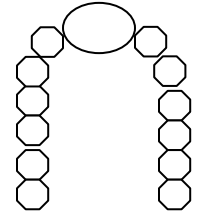
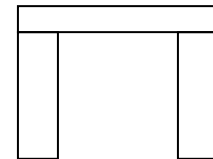
- Podium, Microphone(s) w/Large Room Speakers/Amplifier, Small Computer Speakers, Easel, LCD Projector, Laptop PC, Desktop PC, VCR, Television, Projector Screen, DVD Player, Wired Internet Connection, Wireless Internet Connection, Document Camera, Videoconferencing Unit

*Technician or special set-up charges may be applied

Room layout styles

Warner Campus: MSFH Field House, MSFH Multipurpose room, Snack Bar, Millers Crossing Multipurpose room, Gatlin Hall 2nd Floor Conference Room, LLC Auditorium Foyer. Please select a style when requesting one of the above locations.

<p style="text-align: center;"><u>Classroom Style</u> Podium with tables and chairs</p>  <p><input type="checkbox"/> Check Box for this style. _____ Number of chairs per table Multimedia equipment: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes indicate equipment placement on diagram.</p>	<p style="text-align: center;"><u>Auditorium Style</u> Podium with chairs no tables</p>  <p><input type="checkbox"/> Check Box for this style. _____ Number of chairs Multimedia equipment: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes indicate equipment placement on diagram.</p>
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<p style="text-align: center;"><u>Banquet Style "1"</u> Tables U-shaped formation with podium in center</p>  <p><input type="checkbox"/> Check Box for this style. _____ Number of tables ____ Chairs Multimedia equipment: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes indicate equipment placement on diagram.</p>	<p style="text-align: center;"><u>Banquet Style "2"</u> Tables Square shaped formation no podium</p>  <p><input type="checkbox"/> Check Box for this style. _____ Number of tables ____ Chairs Multimedia equipment: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes indicate equipment placement on diagram.</p>
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Security services will be provided by Connors State College. When applicable, group will be charged for these services.

Additional comments:

Signature _____
Date

Copies to:

<input type="checkbox"/> Food Service	<input type="checkbox"/> CSC Maintenance/Custodial Services	<input type="checkbox"/> Other _____
<input type="checkbox"/> IT Systems	<input type="checkbox"/> UGL	
<input type="checkbox"/> Security	<input type="checkbox"/> Business Office	
<input type="checkbox"/> Academic Services	<input type="checkbox"/> LLC	