

## CONNORS STATE COLLEGE Request for Facility/Catering Services

Requested location:       WARNER CAMPUS                       MUSKOGEE CAMPUS                       SOUTH RANCH

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Anticipated number of participants: \_\_\_\_\_

Department or Group Name: \_\_\_\_\_

Meeting Coordinator: \_\_\_\_\_ Phone: (Office) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Will a fee be charged for this event?  YES  NO If yes, fee amount: \_\_\_\_\_

\*Are additional security personnel required for this event?  YES  NO If yes, please provide a reason: \_\_\_\_\_

*(\*Security services will be provided by Connors State College. When applicable, group will be charged for these services\*)*

**\*\*Will food or beverages be served at this event?  YES  NO If YES, please complete Food Service Request below.**  
*(\*Please note our food service contract prohibits food/beverages from outside sources for events held at the Warner Campus. Food and beverage requests will be catered by our campus food center. Alcoholic beverages are prohibited.\*\*)*

**Food Service Request**

- Buffet     Plated/Served     Reception Foods     Beverages     Desserts     Coffee     Water     Other

Time and location of food requested: \_\_\_\_\_ Number of people to be served: \_\_\_\_\_

Description of food service requested: \_\_\_\_\_

**Room(s) Requested:**

MUSKOGEE CAMPUS

- Classroom: # of rooms \_\_\_\_\_ room # \_\_\_\_\_
- Garner Building, rotunda
- Garner Building, Title III room
- NAH Building, atrium-lobby
- NAH Building, auditorium (seats 160)
- NAH Building, lg computer lab (#E-101 - seats 64)
- NAH Building, sm computer lab (#A-128 - seats 7)
- NAH Building, lg conf rm (#A-118 - seats 14)
- NAH Building, sm conf rm (#A-132 - seats 4)

WARNER CAMPUS

- Classroom: # of rooms \_\_\_\_\_ room # \_\_\_\_\_
- Arena, Indoor
- Arena, Outdoor
- Arena, Hall of Fame
- Baseball Field
- Bull Test Sale Barn
- Cowboy Square
- Fine Arts Auditorium (seats 547)
- Gatlin Hall, conference room (#209 - seats 16)

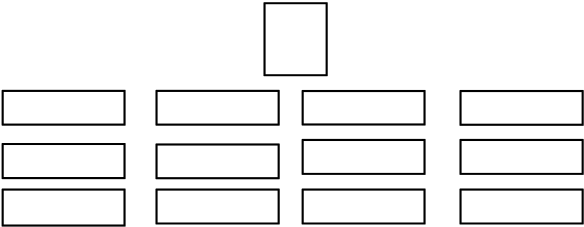
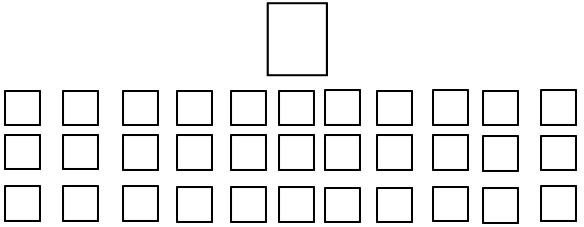
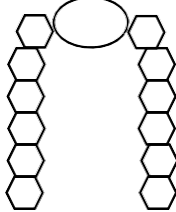
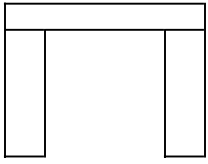
WARNER CAMPUS (cont'd)

- Gymnasium
- LLC, auditorium (seats 218)
- LLC, conference room, small (seats 12)
- LLC, conference room, large (seats 12)
- LLC, conference room, overflow seating
- LLC, Legacy Hall
- LLC, Title III Room
- LLC, Zoom Room
- Melvin Self Fieldhouse, multi-purpose room
- Millers Crossing, multi-purpose room
- Millers Crossing, pool
- Russell Hall, sm conf rm (seats 6)
- Russell Hall, lg conf rm (seats 12)
- Softball Field
- Student Union, ballroom
- Student Union, cafeteria
- Student Union, conference room
- Student Union, foyer
- Student Union, Regents Room

SOUTH RANCH

- Pavilion
- Shooting Range

## Room Layout Styles

|   |   |
|---|---|
| <p style="text-align: center;"><u>Classroom Style</u><br/>Podium with tables and chairs.</p> <div style="text-align: center; margin-bottom: 10px;">  </div> <p><input type="checkbox"/> CHECK BOX FOR THIS STYLE<br/>         Number of tables: _____ Number of chairs: _____<br/>         *If A/V equipment requested, indicate placement on diagram.</p>                             | <p style="text-align: center;"><u>Auditorium Style</u><br/>Podium with chairs. No tables.</p> <div style="text-align: center; margin-bottom: 10px;">  </div> <p><input type="checkbox"/> CHECK BOX FOR THIS STYLE<br/>         Number of tables: _____ Number of chairs: _____<br/>         *If A/V equipment requested, indicate placement on diagram.</p>               |
| <p style="text-align: center;"><u>Banquet Style " 1 "</u><br/>Tables in U-shaped formation with podium in the center</p> <div style="text-align: center; margin-bottom: 10px;">  </div> <p><input type="checkbox"/> CHECK BOX FOR THIS STYLE<br/>         Number of tables: _____ Number of chairs: _____<br/>         *If A/V equipment requested, indicate placement on diagram.</p> | <p style="text-align: center;"><u>Banquet Style " 2 "</u><br/>Tables square shaped formation no podium</p> <div style="text-align: center; margin-bottom: 10px;">  </div> <p><input type="checkbox"/> CHECK BOX FOR THIS STYLE<br/>         Number of tables: _____ Number of chairs: _____<br/>         *If A/V equipment requested, indicate placement on diagram.</p> |

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

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>■ Desktop PC</li> <li>■ Document Camera</li> <li>■ DVD Player</li> <li>■ IT Support</li> <li>Record Meeting</li> </ul> | <ul style="list-style-type: none"> <li>■ Laptop PC</li> <li>■ Microphone: Quantity _____</li> <li>■ Podium</li> <li>■ Projector</li> <li>■ Projector Screen</li> </ul> | <ul style="list-style-type: none"> <li>■ Small Computer Speakers</li> <li>■ Television</li> <li>■ Videoconferencing Unit</li> <li>■ Wired Internet Connection</li> <li>■ Wireless Internet Connection</li> <li>■ Other _____</li> </ul> |
|---|--|---|

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE**

**Copies to:**

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>■ Academic Services</li> <li>■ Business Office</li> <li>■ Farm &amp; Ranch</li> </ul> | <ul style="list-style-type: none"> <li>■ Food Services</li> <li>■ IT Systems</li> <li>■ LLC</li> </ul> | <ul style="list-style-type: none"> <li>■ Maintenance/Custodial Services</li> <li>■ Security</li> <li>■ Other: _____</li> </ul> |
|--|--|--|

Day and time to meet with Maintenance Services for review of event details (if applicable): \_\_\_\_\_

Maintenance: [keri.lawson@cwservices.com](mailto:keri.lawson@cwservices.com) (918) 463-6240      Facility Arrangements: [brandy.mcelyea@connorsstate.edu](mailto:brandy.mcelyea@connorsstate.edu) (918) 463-6343