

HIGHLAND COMMUNITY COLLEGE FACILITY/EVENT RESERVATION REQUEST

1. Complete the form below and forward to the appropriate office.
2. Copies of completed form with approval and charges, if appropriate, will be distributed to HCC officials and to the parties making the request.

Part I: To be completed by the individual and/or organization requesting use of the HCC Facility.

Mark facility(ies) requested and send to the appropriate office for approval:

Dean of Instruction (academicaffairs@highlandcc.edu)		
<input type="checkbox"/> Art Gallery	<input type="checkbox"/> LSU-A	<input type="checkbox"/> MS-6
<input type="checkbox"/> CT-104	<input type="checkbox"/> LSU-C	<input type="checkbox"/> YH-203
<input type="checkbox"/> CT-107	<input type="checkbox"/> LSU-D	<input type="checkbox"/> Ag Bldg. Classroom 1
<input type="checkbox"/> CT-108	<input type="checkbox"/> Library	<input type="checkbox"/> Ag Bldg. Classroom 2
<input type="checkbox"/> CT-109	<input type="checkbox"/> Irvin 101	<input type="checkbox"/> Auditorium: Tech
<input type="checkbox"/> CT-113	<input type="checkbox"/> Music Room	Assistance? (Lights, Sound, etc.)
<input type="checkbox"/> CT-116	<input type="checkbox"/> MS-1	_____
<input type="checkbox"/> CT-117	<input type="checkbox"/> MS-2	Other (define):
<input type="checkbox"/> CT-121	<input type="checkbox"/> MS-3	_____
<input type="checkbox"/> CT-130	<input type="checkbox"/> MS-4	
<input type="checkbox"/> CT-Lobby	<input type="checkbox"/> MS-5	

Athletic Department (Jerre Cole)
<input type="checkbox"/> Football Field
<input type="checkbox"/> Track
<input type="checkbox"/> Stadium Cntr Concession
<input type="checkbox"/> Field House Gym
<input type="checkbox"/> Field House Other (define):

Operations (Sarah Ahern)
<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Scottie Pause
<input type="checkbox"/> Campus Housing
<input type="checkbox"/> Campus Grounds (define):

<input type="checkbox"/> Other (define):

Presidents Office (Sarah Ahern)	Stadium Center:
<input type="checkbox"/> Admin Bldg. Conf. Room	<input type="checkbox"/> Barber Room
<input type="checkbox"/> Ag Building	<input type="checkbox"/> Game Administration Area (Up)
<input type="checkbox"/> Peuker Plaza	<input type="checkbox"/> Welcome Center

Klinefelter Barn (Sarah Ahern)
Please use the Klinefelter request form found on the intranet.

Wellness Center (Angie Eberly)	<input type="checkbox"/> Court 3	List equipment/set up needed (Volleyball nets, tables, etc.): _____
<input type="checkbox"/> Classroom	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Court 2		

1. Date/Time of Activity: ____/____/20____ Set-up Time: ____am pm Time Event Begins: ____am pm
 Departure Time: ____am pm

2. Type of Activity (detailed description): _____

3. List Official in charge of activity and organization represented: _____
 Phone: (_____) _____ Address (if non-College activity) _____

4. Would you like for your event to be posted on the HCC website calendar? YES___ NO___

5. If you require **Food Service**, complete this form and turn it into the VP of Student Services, but note that you are responsible for making arrangements directly with Great Western.

6. If you need **IT assistance** for any activity, please submit a Track-It via the web OR by sending an email to the HCC Help-Desk at helpdesk@highlandcc.edu at least ONE WEEK prior to the activity. Requests received with less than a week's notice are not guaranteed completion.

7. **Maintenance assistance** requested?__ Please be aware that custodians and/or maintenance may not be on duty for the times requesting. *Charges may be assessed for Maintenance services during these times.*

Type of Maintenance assistance requested: _____

8. Date request submitted: ____ / ____ / ____

9. Submitted by: _____

Part II: To be completed by the appropriate office.

Date request received: _____ / _____ / _____

Action Taken: _____ Approved _____ Not Approved: Reason _____
(If not approved, notify requester immediately)

Cost to College: _____ Charge to Organization: _____

Signed: _____ Date: _____

**Distribution List: Please email form (front and back) to: __Vince Bowhay __Jennifer Schiller __Eric Ketchum
__Andrew Gutschenritter __Lexy Clark __Rick Blevins __Security __Kari Clary __Tiffany Rhodd __Loa Pili**

Also email copies to appropriate personnel listed below and to the person who submitted the request.

Jerre Cole (All Athletic Events)

IT Dept (MS-4, CT-107/108/109, YH-102/204)

Candie Bledsoe (FoodServices@highlandcc.edu)

Angie Eberly (Wellness Center)

Tanner Holte (Multimedia/Auditorium)

Bethanie Odell (HCC Website Calendar)

Individuals reserving the auditorium are restricted to use of the overhead lights only. If you require the use of the light or sound boards, you must request assistance from an approved assistant trained on that equipment.