

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

(901) 333-4866 • Fax (901) 333-4640

FACILITY REQUEST

TO BE COMPLETED
BY SOUTHWEST

RENTAL FEES: _____

Tax-exempt: yes no

If yes, tax exemption number: _____

DATE SUBMITTED _____ ESTIMATED ATTENDANCE _____

Form must be received by Physical Plant 14 days prior to event.

REQUESTER _____

Name

Address

City

State

ZIP

Department or Organization

Phone #

TYPE OF ACTIVITY _____ PRESENTER _____

Student Services _____

Print Name

Signature

Tel. Extension

Date

FACILITY	ROOMS	DATES	EVENT START TIME	EVENT END TIME	TO BE COMPLETED BY PHYSICAL PLANT
					Start set-up (time)
					Break down (time)

CATERING REFRESHMENTS 333-4230 (Macon) 333-5015 (Union)

ALL food services for any on-campus event MUST be provided by the Campus Foodservice Contractor.

PHYSICAL PLANT (indicate what is needed) • 333-5460

Power required _____ # Round tables (max 5) _____ # Rectangular tables _____

Trash containers _____ Podium _____ Chalkboard _____

Chairs _____ Other _____

COMPLETED ARRANGEMENT OF TABLES, CHAIRS, ETC., MUST BE ILLUSTRATED USING MEETING ROOM SETUPS

MEDIA SERVICES (check all equipment that is needed) • 333-4117 (Macon) 333-5171 (Union)

VHS VCR 1/2" Flip Chart Overhead Projector Microphone

Tie-clip microphone Slide Projector Video/Computer Projector

Satellite Teleconference Downlink

INFORMATION SYSTEMS (indicate what is needed) • 333-4432

Telephone (local calls only)

Campus Network Connection (10bT-Internet)

PUBLIC SAFETY Security may be required for some on-campus activities • 333-4242 (Macon) 333-5555 (Union)

Unlock room(s) _____ a.m. p.m. Lock room(s) _____ a.m. p.m. # Officers needed _____

REQUIRED SIGNATURES OF APPROVAL Signatures must be obtained before request will be processed.

To be completed by
Public Safety

1. _____
Requester Date

5. _____
Information Systems (if required) Date

2. _____
Physical Plant Date

6. _____
Media Services (if required) Date

3. _____
Public Safety Date

7. _____
Athletic Director, Academic Scheduler, or Theater Manager
(if required) Date

4. _____
Community Relations and Marketing Date

1. Physical Plant - white

2. Requester - yellow

3. Community Relations - pink

Distribution will be made by Physical Plant upon approval.