

**Central Oregon Community College On-Campus Recruitment Request Form**     **30 Days advanced notice preferred**

\*Please complete, scan and submit to Career Services at: [tdula@cocc.edu](mailto:tdula@cocc.edu)

**Any event that alters the normal use of the space and/or near or exceeds the space capacity requires an event plan be submitted to the Safety and Security supervisor who will then determine whether it additionally needs to go through approval by the Fire Marshal.**

Please help us ensure your event success by providing the following information:

Name of Organization/Business: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact email and phone number: \_\_\_\_\_

Date(s) of event requested: \_\_\_\_\_

Second choice(s): \_\_\_\_\_

Time of event: \_\_\_\_\_

Set-up time needed: \_\_\_\_\_

Short description of event: \_\_\_\_\_

Public spaces on the COCC campus include outdoors in the quad, in front of the library, and in front of and inside the Campus Center.

Please indicate which space you prefer: \_\_\_\_\_

Second choice: \_\_\_\_\_

***All events held at COCC must be reviewed by the Campus Public Safety Department as part of the facility use approval process. CPS may contact you to request additional information as a part of the review process.***

**EVENT SET-UP INFO:**

Will you need tables, chairs, and/or garbage receptacles? YES NO

If yes, how many? \_\_\_\_\_

Will you need access to the internet? YES NO

Please explain in further detail any additional requests you may have.

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FORM MUST BE RETURNED TO THE CAREER SERVICES COORDINATOR. PLEASE SCAN AND EMAIL TO: [tdula@cocc.edu](mailto:tdula@cocc.edu)

Thank you for your request. It will be processed as quickly as possible, and we will attempt to accommodate your needs.

You will receive an email notification once your request is finalized.

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