**COCMADRAS CAMPUS EVENT REQUEST FORM**

Request forms must be submitted at least 10 days prior to your requested event to Jeremy Green, Madras Campus Administrator, at jgreen2@cccc.edu, or call (541) 550-4100 if you have questions.

Name of event: ________________________________

Host Organization: ____________________________  Designated contact: ____________________________

Host Organization Mailing Address: ______________________________________________________________

Contact Phone: ____________________________  Contact email: ______________________________________

Date of event: ____________________________  Start & End Time of event: ____________________________

Requested Location/Room: ____________________  Set-up/tear-down time needed: ____________________

Short description of event: ________________________________

Estimated # of people attending (please include event staff/organizers): __________

**EVENT SET-UP INFO:**

Will you be using media equipment ALREADY IN THE SPACE?  YES ☐  NO ☐
(i.e. computer, projector, DVD player etc.)

Will you be using media equipment NOT ALREADY IN THE SPACE?  YES ☐  NO ☐
(i.e. microphone, boom boxes, etc.)

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

Will there be physical activity at the event?  YES ☐  NO ☐
(i.e. dancing, gymnastics, tai chi, etc.)

Will electrical appliances be brought in/used?  YES ☐  NO ☐
*If so, what kind(s) and for what purpose?  (i.e. food warmers, lighting, etc)

Will refreshments be provided?  YES ☐  NO ☐
*If so, will food be heated on site?

Will live music or a DJ be at your event?  YES ☐  NO ☐
*If music is provided, what genre of music will be played?  (i.e. rap, classical, etc.)

Would you like to reserve the sandwich-board signs?  YES ☐  NO ☐

Please provide additional detail / information about your event: ________________________________

____________________________________________________________

SPACE AVAILABLE ☐  CONTRACT CREATED ☐
ENTERED INTO WEBVIEWER ☐  CONTRACT RECEIVED ☐
REQUEST LOGIN FROM IT ☐  INVOICE CREATED ☐
SANDWICH BOARD SIGNS MADE ☐  INVOICE RECEIVED ☐
Community Room (MDR 117)
1,117 sq. ft
Occupancy: 100 people
Chairs: 100 qty
Tables: 25 qty (5ft by 2ft)
Amenities:
- Overhead Projector
- Internet Access

Outdoor Patio

Storage Room

Front Doors / Entry