COC MADRAS CAMPUS EVENT REQUEST FORM

Request forms must be submitted at least 10 days prior to your requested event to Courtney Snead, Madras Campus Coordinator, at csnead@cocc.edu or call (541) 550-4100 if you have questions.

Name of event: ________________________________________________________________

Host Organization: ___________________________________ Designated contact: ____________________________

Contact Phone: ____________________________ Contact email: ______________________________________

Date of event: ____________________________ Time of event: ____________________________

Requested Location/Room: ____________________________ Set-up 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 ENTERED INTO WEBVIEWER REQUEST LOGIN FROM IT SANDWICH BOARD SIGNS MADE □ □ □ □

NOTES: ____________________________________________________________

__________________________________________________________
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