Room and Arrangements Request

Care of Facility: The club is responsible for room cleanup and any damages occurring as a result of facility use. If assigned a classroom, please return the room to its original arrangement.
Alcohol: The use or possession of alcoholic beverages and illegal substances on campus are prohibited.
Smoking: Eastfield College is a non-smoking institution.

I have read the above policies and procedures and agree to abide by them in representation of the Student Club named below.

Club Name: _____

Club Officer's Signature: _____

Phone:_____ **E-mail:** _____

Advisor's Signature: _____

Phone: _____ **E-mail:** _____

Purpose: _____

Expected Attendance: _____

Preferred Room (classrooms, conference rooms, pit, courtyard, etc.):

#1: _____
#2: _____
#3: _____

How much time is needed for set-up? _____ **For clean-up?** _____

Please list each individual day as shown in the example below:

Monday ***September*** ***8*** ***12 pm*** ***2 pm***

Day of the Week	*Month*	*Day*	*Start Time*	*End Time*

For Office Use Only:

Room Reserved: _____ Date: _____
Audio/Visual: _____ Date: _____
Facilities Work Order: _____ Date: _____
Student Life Liaison: _____