

REQUEST FOR USE OF COLLEGE FACILITIES

The University of Akron Wayne College

1901 Smucker Road
Orrville, OH 44667

Timelines for submissions:

- **Submit completed Request For Use Of College Facilities form to Schedule Manager- Rick Yoder, at least 30 days prior to the event.**
- **Upon approval or denial of this request, you will be notified directly.**
- **The room layout and physical requirements list needs to be finalized at least 2 weeks prior to event.**
- **Questions regarding the approval process of this form should be directed to Tami Lowe.**

This Section to be Completed by Applicant

The (department, office, group) _____ Date of application _____

Requests the use of _____

Day _____ Date (s) _____

Set-up time _____ to _____ Event time _____ to _____

Description of activity _____

Contact person _____ E-mail _____

Mailing address _____

Phone number _____ Number of participants _____

*** Are you planning to use an outside vendor for this event? Yes No

If yes, you must contact Amy Haynes in the Business Office prior to making **any** arrangements with a vendor.

I have read the policies and fee schedule on the attached regulations for use and hereby obligate myself, as a designated representative of the above named organization, to all conditions set forth thereon.

Signature of person accepting responsibility

Budget/Account Number

Budget/Account for this event # _____ **Budgeting Account Manager's Signature** _____

**What support services do you need?
Check all that apply**

Technical Support Services

- | | | |
|--|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Laptop | <input type="checkbox"/> DVD player | <input type="checkbox"/> Sound System |
| <input type="checkbox"/> Projector | <input type="checkbox"/> VCR | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> Screen | <input type="checkbox"/> Monitor / TV | <input type="checkbox"/> Easel |
| <input type="checkbox"/> Support Staff | <input type="checkbox"/> Flip chart | <input type="checkbox"/> Other |

Maintenance

- | | | |
|---------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Tables | <input type="checkbox"/> Coat Rack | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Chairs | <input type="checkbox"/> Trash Cans | <input type="checkbox"/> Floor Covering |
| | <input type="checkbox"/> Staff | <input type="checkbox"/> Other |

Marketing and Web site

- | | | |
|--|------------------------------------|--|
| <input type="checkbox"/> Press Release | <input type="checkbox"/> Radio Ads | <input type="checkbox"/> Newspaper ads |
| <input type="checkbox"/> Web page | <input type="checkbox"/> Mailing | <input type="checkbox"/> Other |

