

**EDISON COMMUNITY COLLEGE
FACILITY USE REQUEST FORM**

This form needs to be filled out and sent or emailed to Helen Willcox, hwillcox@edisonohio.edu, Room 161, to reserve college facilities. Confirmation of room assignments will be sent by inter-office mail and/or email.

NAME _____ DATE OF REQUEST: _____

ADDRESS: _____ PHONE: _____

ACTIVITY DESCRIPTION: _____

DATE(S) REQUIRED: _____

OVERALL TIME REQUIRED: _____ ACTUAL START TIME: _____

ACTUAL END TIME: _____

NUMBER ATTENDING: _____

IS THIS A SPONSORED EVENT? Yes _____ No _____

If this event is sponsored or hosted by ECC, please enter name of the college employee who will be attending the event and serving as host: _____

Should the event be listed on the online Edison Events Calendar? Yes _____ No _____

FACILITIES REQUESTED:

_____ Atrium	_____ Gymnasium (only)	_____ Pavilion (Full)
_____ Classroom(s) _____	_____ Convocation Center	_____ Pavilion (Part)
_____ Emerson Center Lobby	_____ Exercise Room	_____ Theater
_____ Cafeteria	_____ Other _____	_____ Hallway _____
_____ The Hub	_____ _____	

Maintenance Set-up Requirements: (Type Requirements, Block will expand as you type)

PLEASE NOTE: It is your responsibility to email the helpdesk at support@edisonohio.edu or call 711 on campus or 937-778-7957 off campus for ALL Audio/Visual Needs.

Contact AVI for any catering services that you need.

(College Use Only – Do Not Write Below This Line)

Room(s) Assigned:

CC: Maintenance AVI Information Desk

Note: Make your event **successful** and **easy** by using the timeline created by the CQI External Events Planning Team. A copy of the timeline can be found online at www.edisonohio.edu; Quality Initiatives/AQIP; CQI Process Quality; Process Manual.