



Facilities Reservation Request
External Requests

Facility Request for:
AH HL OR RO SF

Form with fields: ORGANIZATION, CONTACT PERSON, Phone #, EMAIL, ADDRESS, Expected Attendance, Will merchandise be sold?

\*\* If you plan on charging admission or selling merchandise, please contact the Facilities / Theater Office for applicable policies.

Form with fields: DAY(S) REQUESTED, Month, Day(s), Year, Time of Event, Arrival/Departure Time, Reception Planned / Refreshments

CUSTODIAL / MAINTENANCE REQUESTS - ROOM LAYOUT

Indicate desired room layout below. Large set-ups may require a diagram.

Form with fields: Number of Tables, Number of Chairs, Number of tables needed for caterer, Describe set-up

AUDIO VISUAL NEEDS

Form with fields: Computer (Instructor's), Podium, Internet Connectivity, Projection System, Microphone(s), Video Recording, Manned, Unmanned

\*\*\*\* Written consent from the performer/lecturer must be submitted to the facilities office at least 7 days prior to the event
PLEASE BE SURE TO INCLUDE YOUR CONTACT NUMBER ON ALL PUBLICITY FOR YOUR EVENT.

Facilities Use ONLY

Form with fields: Certificate of Insurance required?, Room(s) Assigned, Rental Fee, Deposit Amount, Due Date for Deposit, Balance Amount, Due Date for Balance, Amount Waived, Approved by, Date, Reason for Waiver, TOTAL FEE

Proper use of Oakland Community College (OCC) facilities will be the responsibility of the sponsoring organization/renter to comply with state and federal laws, and local laws governing the use of public property and OCC's Policy Guidelines for Freedom of Speech and Expression.

Rental organization agrees to indemnify and hold harmless OCC, its employees, officers, agents, Trustees and volunteers, from and against any and all claims, costs, causes of action, losses or expenses (including reasonable attorney fees) caused by or arising out of the acts and/or omissions and/or conduct of any individual, officer, employee, agent, student, or Trustee of the rental organization in connection with or related to the rental organization's program or event.

Form with fields: Facility Manager / Rental Agent, Date, Phone Number, Rental Organization's Representative, Date, Phone Number, Business Manager, Date