

# Reservation Request



**Event Title:**

**Content/Subject Matter of Event:**

**Campus Location:**

**Note for Wilsonville Facility Users:** This will display as the main event title for the event on all reader boards and event listings. If you do not want this reservation to display on the reader board, check the box below.

Do not post to reader board

**Expected Number of Participants:**

**Requested Date(s):**

**Urgent! (this is for today)**

**Event Start Time:**

**Event Finish Time:**

**Unlock Time:**

**Lock Time:**

**\*Your setup/arrival time cannot be before 7:30am and your take-down time cannot end after 10pm\***

**\*Wilsonville campus only: setup/arrival cannot be before 6:30am and takedown cannot end after 10pm\***

**NOTE:** Enter the amount of time you need to setup or take-down for your event (i.e., 30 minutes, 2 hours, etc.). Setup time is the time for you to get into the room to prepare for your event. Take-down time is the time you need after your event. If you need an extra day for setup prior to training, please indicate this in the Additional Information below.

**Does this event repeat?**                      **Yes**                      **No**

**Repeat details can be written here:**

Ad Hoc: Dates (Example: non-sequential meetings such as a Monday, Tuesday and Friday with specific dates):

Daily Repeats (Examples: Repeats every day for 5 occurrences: Repeats every 3<sup>rd</sup> day: through a specific date):

Weekly Repeats (Examples: Repeats every week on Monday and Thursday for 12 occurrences):

Monthly Repeats (Examples: (Repeats every month on the 1<sup>st</sup> and 15<sup>th</sup> through a specific date):

**Room Configuration:**

**Please note not all configurations are available for all locations.**

**\*Certain equipment may interfere with our AV systems. What equipment are you bringing to your event, if any?**

**Does equipment require any special licensing for commercial use?**                      **Yes**                      **No**

**If yes, please provide certificate or license information to Events Coordinator.**



Resources:                    Yes                    No

**Please note: not all resources available at all locations.**

If **YES**, please select what is requested:

PA System

Conference Phone

Materials Table

Media Cart (projector, laptop)

Table Podium

Catering Tables - Count needed:

Docu-cam

Video Conference Room

Easels – Count needed:

**NOTE: you will need to bring your own flip chart paper for easels.**

**Alcohol Service: The serving of alcohol must be approved by The College.**

**When alcohol service is permitted, the Renter or Renter’s agent must adhere to The College’s policies and administrative rules governing alcohol service on campus. This includes a requirement for the Renter to obtain liquor liability insurance in addition to regular liability insurance.**

Are you requesting permission to serve alcohol at this event?                    Yes                    No

If yes, please answer the following:

Will students be the primary audience at this event?                    Yes                    No

How many attendees will be served?

What type of alcohol do you intend to serve?                    Beer                    Wine                    Hard Liquor/Cocktails

**Organization Type:**

**Contact Information**

**Renter/Organization:**

**Representative:**

**Representative Email:**

**Representative Phone Number:**

**Renter/Organization Address:**

**Billing Person’s Name (if different):**

**Billing Person’s Email:**

**Additional Information:**

- The College reserves the right to refuse rental to any group whose event may be conflict with the College Mission and Core themes.
- Your request will be processed within 72 business hours. Requests are processed in the order in which they are received.
- If you have a same day request, notify the reservation desk at one of the numbers below *after submitting form*.
- All room location requests are subject to change. Events and Conference Services will notify you of any change.
- On the day of the event: Any equipment needs or room configuration changes must be authorized by Events and Conference Services (to ensure fire code and liability compliance) and may not be possible due to staffing or other reasons.
- To be eligible for a refund, cancellations must be received at least 14 days prior to the event.
- Questions, contact Events and Conference Services at [Events@clackamas.edu](mailto:Events@clackamas.edu) and specify which campus location you are inquiring about.