



FACILITY USE REQUEST FORM

LESSEE

Name/Contact: _____

Company/Organization: _____

Department: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

EVENT

Event Name: _____

Event Date (s): _____ Event Time (s): _____

Purpose/Function: _____

Audience/Attendees: _____

FACILITY

LSC- _____ Building: _____ Room: _____

Approximate Cost for Lessee's Use of Facility \$ _____

LSCS Approval: _____ Date: _____

Name and Title: _____

To be used in accordance with Board Policy Manual Section II (D) Student and Community Use of System Facilities, and should be followed with an executed standard form: OGC-S-2009-23 Facility Use Agreement.

Note: Modification of this Form requires approval of OGC