### Event Reservation Request Form

**Contact Name:**  
**Phone:**

**Address:**  

**Organization:**  
**Email:**

**Event Title & Description:**  
**Date(s) of Event:**  
**Time(s) of Event:**

**Event Target Audience:**  
- ☐ Community  
- ☐ Faculty  
- ☐ Students  
- ☐ Staff  
- ☐ Other (please explain)

**LOCATION REQUESTED:**  
- ☐ College Center  
- ☐ TECH  
- ☐ HSC  
- ☐ LRNC  
- ☐ ART  
- ☐ Other

**Room Number:**  
**Number of expected attendees:**

**Attendees arriving by:**

### CATERING:

<table>
<thead>
<tr>
<th>Will you need catering: ☐ Yes ☐ No</th>
<th>Tablecloths: ☐ Yes ☐ No</th>
</tr>
</thead>
</table>
**IF YES, Cy-Fair College Food Service has first right of refusal to cater on-campus events.**  
Contact person is to call Kim Zandwyk at 281-290-5941. Note: It is the responsibility of the requester to arrange or cancel food catering.

### CAMPUS SECURITY:

The Events Coordinator will contact the Cy-Fair College Police (281) 290-5911 to arrange for proper security, parking and signage.

### TECHNOLOGY & ROOM SET-UP:

- Please contact your Service Desk

<table>
<thead>
<tr>
<th>Overhead Transparency Projector: ☐ Yes</th>
<th>Data Projector for VCR/DVD or Computer: ☐ Yes</th>
<th>Laptop for PowerPoint Presentation: ☐ Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microphone: ☐ Cordless ☐ Wired podium</td>
<td>VCR/TV ☐ Yes DVD/TV ☐ Yes</td>
<td>Other:</td>
</tr>
<tr>
<td>☐ Conference [Table configuration ☐ U-Shape ☐ L-Shape]</td>
<td>☐ Round Tables (to 8 persons)</td>
<td>☐ Auditorium (no tables)</td>
</tr>
<tr>
<td>☐ Square tables (4 persons)</td>
<td>☐ Other: attach a diagram</td>
<td>☐ Computer Lab</td>
</tr>
<tr>
<td>☐ Other: attach a diagram</td>
<td>☐ Classroom (has tables in rows)</td>
<td>☐ Display tables ☐ Square How Many?</td>
</tr>
<tr>
<td>Custodial Services ☐ Yes ☐ No</td>
<td>Please note this is required with catered events</td>
<td>☐ Tables for Food ☐ Square</td>
</tr>
<tr>
<td>Other comments:</td>
<td></td>
<td>How Many?</td>
</tr>
</tbody>
</table>

**Requestor Signature:**  
**Date:**