



Event Reservation Request Form

Contact Name:		Phone:	
Address:			
Organization:		Email:	
Event Title & Description:		Date(s) of Event: Time(s) of Event:	
Event Target Audience:	<input type="checkbox"/> Community	<input type="checkbox"/> Faculty	
Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Other (please explain)	
LOCATION REQUESTED:	<input type="checkbox"/> College Center	<input type="checkbox"/> TECH	<input type="checkbox"/> HSC
	<input type="checkbox"/> LRNC	<input type="checkbox"/> ART	<input type="checkbox"/> Other
Room Number:		Number of expected attendees:	
Attendees arriving by:			
CATERING:			
Will you need catering: <input type="checkbox"/> Yes <input type="checkbox"/> No		Tablecloths: <input type="checkbox"/> Yes <input type="checkbox"/> No	
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.			
Overhead Transparency Projector: <input type="checkbox"/> Yes	Data Projector for VCR/DVD or Computer: <input type="checkbox"/> Yes	Laptop for PowerPoint Presentation: <input type="checkbox"/> Yes	
Microphone: <input type="checkbox"/> Cordless <input type="checkbox"/> Wired podium	VCR/TV <input type="checkbox"/> Yes DVD/TV <input type="checkbox"/> Yes	Other:	
<input type="checkbox"/> Conference [Table configuration <input type="checkbox"/> U-Shape <input type="checkbox"/> L-Shape] <input type="checkbox"/> Round Tables (to 8 persons) <input type="checkbox"/> Square tables (4 persons) <input type="checkbox"/> Other: attach a diagram <input type="checkbox"/> Classroom (has tables in rows)		<input type="checkbox"/> Auditorium (no tables) <input type="checkbox"/> Computer Lab <input type="checkbox"/> Display tables <input type="checkbox"/> Square How Many? <input type="checkbox"/> Tables for Food <input type="checkbox"/> Square How Many?	
Custodial Services <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please note this is required with catered events			
Other comments:			
Requestor Signature:		Date:	