

FACILITY REQUEST & CONFIRMATION FORM



PLEASE COMPLETE THIS FORM AND FAX TO DEBBIE DAVIS AT 302-858-5451/ TELEPHONE 302-855-1658.

Customer/Company Name: _____
 Address: _____
 Contact & Title: _____ Telephone: _____ Ext. _____ Fax: _____
 In case of emergency (e.g. inclement weather) Telephone: _____ E-mail: _____
 Event Name: _____
 Purpose of Event: _____
 Number of people attending: _____ Will the event be open to the public? Yes No
 Will a fee be charged Yes No ****Please send copy of agenda.**
 Are there special ADA requirements (i.e., wheelchair seating)? Yes No (if yes, please describe on next line)
 Will food or refreshments be served? Yes No **(if applicable, contact the Lighthouse Cove at 856-5400, Ext. 2180).**

DATES & TIMES NEEDED (LIMIT ONE MONTH PER FORM)

DAY (M,T,W,R,F,S,S)	DATE	ARRIVAL TIME	EVENT START TIME	EVENT END TIME	DEPARTURE TIME	ROOM ASSIGNMENT (FOR DTCC ONLY)
		a.m. p.m.	a.m. p.m.	a.m. p.m.	a.m. p.m.	
		a.m. p.m.	a.m. p.m.	a.m. p.m.	a.m. p.m.	
		a.m. p.m.	a.m. p.m.	a.m. p.m.	a.m. p.m.	

SPACE ACCOMMODATIONS (ADDITIONAL CHARGES FOR SUPPORT STAFF MAY APPLY FOR WEEKEND EVENTS)

Single Classroom (4 hrs.)	\$ 74.00	Baseball Field (4 hrs.)	\$104.00
Single Classroom (additional hourly rate)	\$ 18.00	Gymnasium (8 hrs.)	\$983.00
Computer Lab (8 hrs.)	\$1035.00	Pond Side Lounge per event	\$ 27.00
Lecture Hall (4 hrs.)	\$158.00	Gazebo per hour	\$ 27.00
Lecture Hall (additional hourly rate)	\$ 38.00	Gazebo w/dining hall rental	\$104.00
Theater (4 hrs.)	\$332.00	Pavilion per day (8 hrs.)	\$124.00
Theater (additional hourly rate)	\$ 81.00		
Executive or Staff Dining Room (4 hrs.)	\$ 74.00	Setup fee based on room size and maximum seating/table configurations.	
Executive/Staff Dining (additional hourly rate)	\$ 18.00	Up to 40 chairs/tables (reconfigured)	\$ 47.00
Dining Hall (4 hrs.)	\$354.00	41 – 100 chairs/tables	\$ 62.00
Dining Hall (additional hourly rate)	\$ 84.00	100-200 chairs/tables	\$ 94.00
DS3 Lab per hour	\$193.00	200 – 400 chairs/tables	\$166.00
		400 – 800 chairs/tables	\$312.00

ROOM SET-UP (SEATING IS FLEXIBLE IN MOST ROOMS – ROOM SET-UP FEES MAY APPLY)

Theater (chairs, no tables) U-Shape (tables/chairs on three sides facing front of room)
 Classroom (tables/chairs facing front of room) Square (tables in square w/chairs around perimeter)
 Banquet (tables/chairs) Other (attach diagram and other needs not listed on request)

EQUIPMENT AND STAFF NEEDS

AUDIOVISUAL/EQUIPMENT NEEDS	#	COST	COMMUNICATIONS	#	COST
PA System w/Std. Microphone per day		\$ 67.00	Portable stage (skirt/steps/rails) per sec.		\$ 31.00
Additional microphone per day		\$ 7.00	Satellite Downlink – per hour		\$ 84.00
Lavaliere microphone per day		\$ 31.00	Downlink Recording – per hour		\$ 62.00
Wireless microphone per day		\$ 40.00	Telephone per day (local use only)		\$ 31.00
Flipchart/easel/markers per day		\$ 25.00	Photo copies and/Fax Access		\$10/\$29.00
Laptop Computer or Multimedia Projector (day)		\$ 97.00	Additional Podium (one included in rental)		\$ 20.00
Cart w/multimedia Projector/Laptop per day		\$159.00	Internet Connection per computer		\$ 32.00
VCR/Monitor Cart with remote per day		\$ 31.00	STAFFING		
35mm Slide Projector w/carousel per day		\$ 31.00	Audiovisual Technician per hour		\$ 32.00/\$47.00
DVD Player per day		\$ 31.00	ITV/DS3 Technician per hour		\$ 65.00
CD or Cassette Player per day		\$ 31.00	Custodial Services per hour		\$ 32.00/\$47.00
Additional Table Skirting		\$ 6.00/ea.	Security Personnel per hour		\$ 32.00/\$47.00

FOR DTCC USE ONLY	SERVICES	COST	THIS IS A FACILITY REQUEST. SPACE IS <u>NOT</u> CONFIRMED. TO CONFIRM SPACE, A SIGNED CONTRACT MUST BE RECEIVED BY THE OWENS CAMPUS CONFERENCE CENTER COORDINATOR WITHIN 10 DAYS OF THIS REQUEST.
Event #	Facility Rental	\$	
	Audiovisual Equipment	\$	
	Personnel/Technical Support	\$	
	Subtotal	\$	
Signature	Administrative Fee (15% of Subtotal)	\$	
Date:	Total	\$	

Customer Signature _____ Date _____