

**RESERVATION FORM FOR USE OF NORTHWEST-SHOALS COMMUNITY COLLEGE  
FACILITIES AND EQUIPMENT**

Date: \_\_\_\_\_ Name or Event: \_\_\_\_\_  
 Name of Organization/Department: \_\_\_\_\_  
 Name & Telephone # of Individual Responsible: \_\_\_\_\_  
 Address of Responsible Individual: \_\_\_\_\_  
 Cost: \_\_\_\_\_

**Shoals Campus**

\_\_\_\_\_ Bldg. 120, Rm. 128-129  
 \_\_\_\_\_ Classroom  
 \_\_\_\_\_ Hospitality Center  
 \_\_\_\_\_ Multi-Purpose Center  
 \_\_\_\_\_ SGA Conference Room  
 \_\_\_\_\_ Training Center  
 \_\_\_\_\_ Workforce Development Bldg.  
 (Room # \_\_\_\_\_)  
 \_\_\_\_\_ Other \_\_\_\_\_

**Bevill Center (Shoals)**

\_\_\_\_\_ Board Room  
 \_\_\_\_\_ Classroom 141 (Videoconference)  
 \_\_\_\_\_ Classroom 147  
 \_\_\_\_\_ Environmental Lab  
 \_\_\_\_\_ Other \_\_\_\_\_

**Phil Campbell Campus**

\_\_\_\_\_ Classroom \_\_\_\_\_  
 \_\_\_\_\_ Fine Arts Complex/Aud.  
 \_\_\_\_\_ Gymnasium  
 \_\_\_\_\_ President's Conference Room  
 \_\_\_\_\_ SGA Conference Room  
 \_\_\_\_\_ Student Center  
 \_\_\_\_\_ Other \_\_\_\_\_

Day, Date of Event \_\_\_\_\_ Number Expected to Attend \_\_\_\_\_  
 Time Activity Begins \_\_\_\_\_ am \_\_\_\_\_ pm Time Activity Ends \_\_\_\_\_ am \_\_\_\_\_ Pm

**SET UP**

Number of Tables \_\_\_\_\_ Chairs \_\_\_\_\_

*For Hospitality Center setup*, please indicate the number for one of the setups on the second page of this form. **NO EXCEPTIONS!!!**

\_\_\_\_\_ Theater Style  
 \_\_\_\_\_ Classroom Style  
 \_\_\_\_\_ "U" Shape  
 \_\_\_\_\_ Box Shape  
 \_\_\_\_\_ Serving Table

**MARQUEE**

Marquee – Shoals Campus Message \_\_\_\_\_

**SECURITY**

AMBASSADORS / SGA \_\_\_\_\_  
 RECRUITMENT BROCHURES \_\_\_\_\_  
 OTHER REQUEST \_\_\_\_\_

Location: \_\_\_\_\_

**MEDIA NEEDS**

\_\_\_\_\_ VCR / TV \_\_\_\_\_ Slide Projector \_\_\_\_\_ # of Microphones \_\_\_\_\_ Videotape Meeting  
 \_\_\_\_\_ Multimedia Needs \_\_\_\_\_ Screen \_\_\_\_\_ Podium \_\_\_\_\_ Satellite  
 \_\_\_\_\_ Overhead Projector \_\_\_\_\_ Videoconference Room \_\_\_\_\_ Other \_\_\_\_\_

Placement: \_\_\_\_\_

**SIGNATURE OF APPROVAL**

Multi-Purpose Center/Gym	_____	Athletic Director
Tennis Courts, Ball Fields	_____	Athletic Director
Training Center	_____	Director of Continuing Ed.
Classrooms & Bldg. 120	_____	Dean of Instruction
Dorms	_____	Dean of Student Development/VP Std. Dev.
SGA Conference Rooms	_____	Coordinator of Std. Activities/Dean of Std. Dev.
Bevill Environmental Center	_____	Director, Environmental Center

Events must be confirmed ten (10) working days in advance.

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

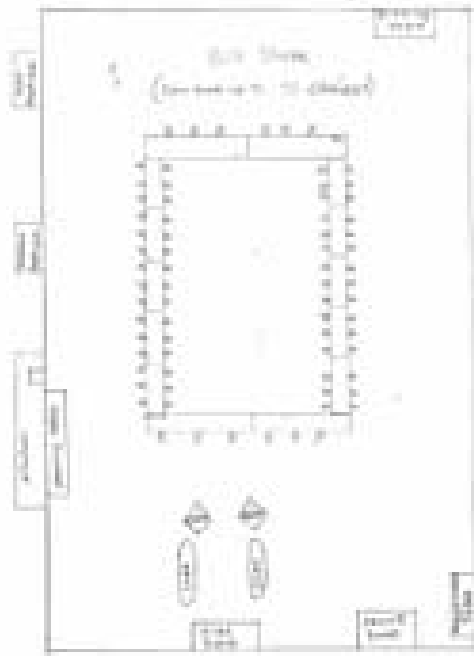
Secretary to President

**Copy to:**

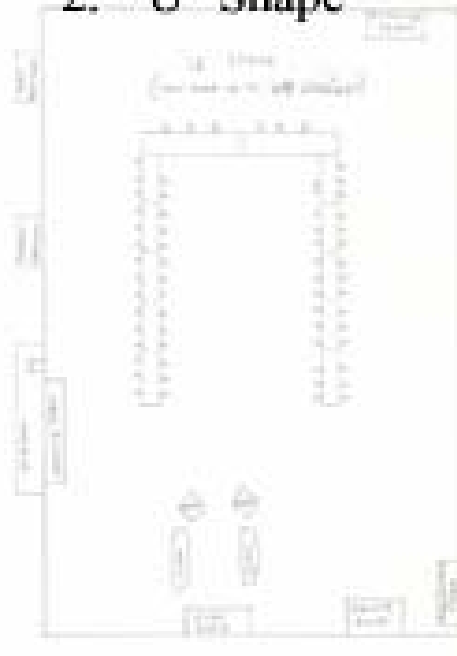
_____ Admissions	_____ Continuing Education	_____ Maintenance	_____ Individual	_____ Cafeteria
_____ Business Office	_____ Promotional Services	_____ Switchboard	_____ Recruitment	_____ Security
_____ Dean's Office	_____ Media Technician	_____ Bevill Center	_____ Maintenance Supervisor	
_____ Security Chief	_____ Public Relations	_____ Athletic Director	_____ Multi-Purpose Center	

**These options are for the Shoals Campus Hospitality Center Only!!**

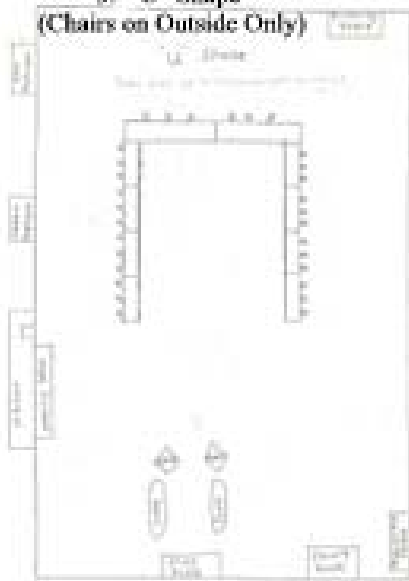
### 1. Box Shape



### 2. "U" Shape



### 3. "U" Shape (Chairs on Outside Only)



### 4. Classroom Style



### 5. Theater Style

