

**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
- _____ 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 |
| _____ Computer Projector | _____ Videoconference Room | _____ Other _____ | |

Placement: _____

SIGNATURE OF APPROVAL

- Multi-Purpose Center/Gym _____
- Tennis Courts, Ball Fields _____
- Training Center _____
- Classrooms & Bldg. 120 _____
- Dorms _____
- SGA Conference Rooms _____
- Bevill Environmental Center _____

- Athletic Director
- Athletic Director
- Director of Continuing Ed.
- Dean of Instruction
- Dean of Student Development/VP Std. Dev.
- Coordinator of Std. Activities/Dean of Std. Dev.
- Director, Environmental Center

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

Approval Signature _____

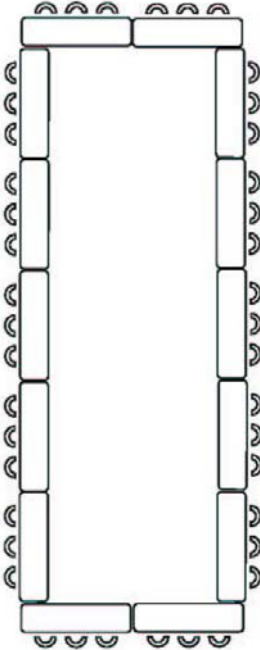
Date _____

Secretary to President

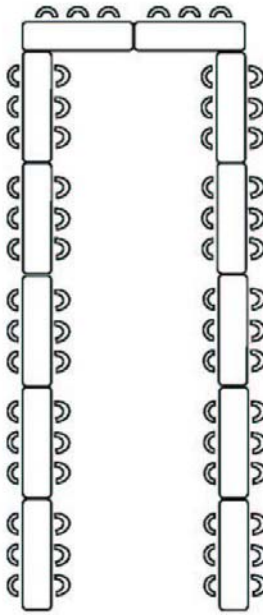
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|-----------------------|----------------------------|-------------------------|------------------------------|-----------------|
| _____ Admissions | _____ Continuing Education | _____ Maintenance | _____ Individual | _____ Cafeteria |
| _____ Business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

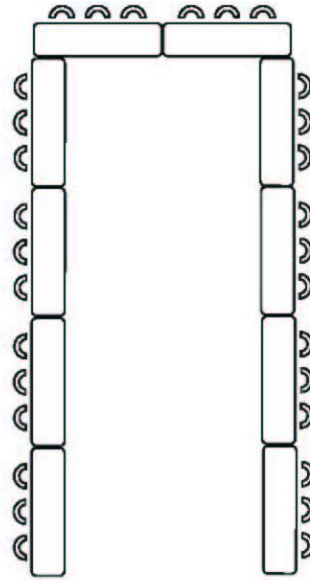
1 - U-Shape
(Up to 42 chairs)



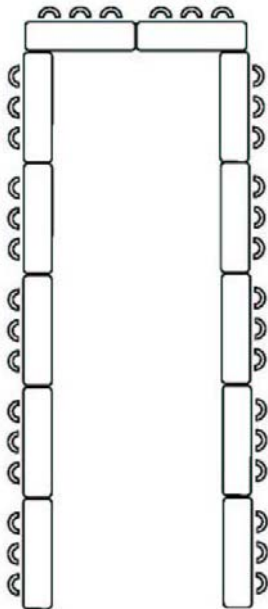
2 - U-Shape
(Up to 64 chairs)



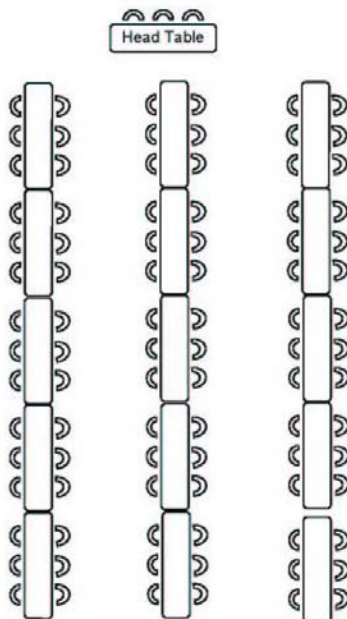
3 - U-Shape
(Up to 30 chairs)



4 - U-Shape
(Up to 36 chairs)



5 - Classroom Style
(Up to 90 chairs)



6 - Theatre Style
(70—100 chairs)

