

# *STUDENT CLUBS*

## *ROOM & CATERING REQUEST FORM*

DATE SUBMITTED: \_\_\_\_\_

ALL REQUESTS MUST BE SUBMITTED 3 WEEKS IN ADVANCE  
 CANCELLATIONS & CHANGES MUST BE GIVEN 72 HRS PRIOR TO EVENT

CLUB/ORG \_\_\_\_\_ TELEPHONE \_\_\_\_\_

PERSON MAKING REQUEST \_\_\_\_\_

ADVISOR/COORDINATOR APPROVAL \_\_\_\_\_

DATE EVENT \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

HEADCOUNT \_\_\_\_\_ SECURITY \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

**Items Needed**

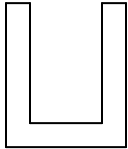
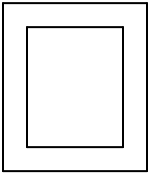
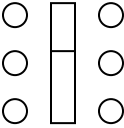
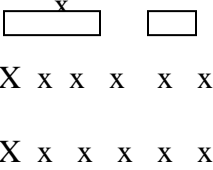
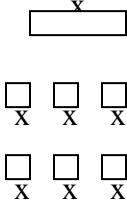
_____ Soda Pop	_____ Regular Coffee	_____ Hot Chocolate w/ marshmallows
_____ Juice	_____ Decaf Coffee	_____ Hot Chocolate (plain)
_____ Cookies	_____ Tablecloths	
_____ Water	_____ Catering	

**Items to be catered:**


Please note: Rooms are available on a first served basis and CCSJ reserves the right to substitute rooms based on availability or schedule.

**ROOM REQUEST: BBL                      200                      203                      OTHER:**

**ROOM SETUP (CIRCLE):**

OPEN "U"	CLOSED SQUARE	BUFFET STYE	AUDITORIUM	DESK	OTHER
					

**Additional Equipment Requested (check item):**

___ podium/lectern	_____ flipcharts/easel/markers/erasers	
___ screen	_____ portable bar	_____ large tables for food
___ TV/DVD/VCR	_____ coat rack	
___ overhead projector	_____ telephone	
___ powerpoint cart	_____ extra garbage cans	

(revised 7-16-03)