

# SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

(901) 333-5460 • Fax (901) 333-5575

## FACILITY REQUEST

TO BE COMPLETED  
BY SOUTHWEST

RENTAL FEES: \_\_\_\_\_

Tax-exempt:  yes  no

If yes, tax exemption number: \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_ ESTIMATED ATTENDANCE \_\_\_\_\_

Form must be received by Physical Plant 14 days prior to event.

REQUESTER \_\_\_\_\_

Name

Address

City

State

ZIP

Department or Organization

Phone #

TYPE OF ACTIVITY \_\_\_\_\_ PRESENTER \_\_\_\_\_

Student Services \_\_\_\_\_

Print Name

Signature

Tel. Extension

Date

FACILITY	ROOMS	DATES	EVENT START TIME	EVENT END TIME	TO BE COMPLETED BY PHYSICAL PLANT
					Start set-up (time)
					Break down (time)

CATERING REFRESHMENTS 333-4230 (Macon) 333-5015 (Union)

ALL food services for any on-campus event MUST be provided by the Campus Foodservice Contractor.

PHYSICAL PLANT (indicate what is needed) • 333-5460

Power required \_\_\_\_\_ # Round tables (max 5) \_\_\_\_\_ # Rectangular tables \_\_\_\_\_

# Trash containers \_\_\_\_\_ Podium \_\_\_\_\_ Chalkboard \_\_\_\_\_

# Chairs \_\_\_\_\_ Other \_\_\_\_\_

COMPLETED ARRANGEMENT OF TABLES, CHAIRS, ETC., MUST BE ILLUSTRATED USING WORK REQUEST

MEDIA SERVICES (check all equipment that is needed) • 333-4117 (Macon) 333-5171 (Union)

VHS VCR 1/2"  Flip Chart  Overhead Projector  Microphone

Tie-clip microphone  Slide Projector  Video/Computer Projector

Satellite Teleconference Downlink

INFORMATION SYSTEMS (indicate what is needed) • 333-4432

Telephone (local calls only)

Campus Network Connection (10bT-Internet)

PUBLIC SAFETY Security may be required for some on-campus activities • 333-4242 (Macon) 333-5555 (Union)

Unlock room(s) \_\_\_\_\_  a.m.  p.m. Lock room(s) \_\_\_\_\_  a.m.  p.m. \_\_\_\_\_ # Officers needed

REQUIRED SIGNATURES OF APPROVAL Signatures must be obtained before request will be processed.

To be completed by  
Public Safety

1. \_\_\_\_\_  
Requester Date

5. \_\_\_\_\_  
Information Systems (if required) Date

2. \_\_\_\_\_  
Physical Plant Date

6. \_\_\_\_\_  
Media Services (if required) Date

3. \_\_\_\_\_  
Public Safety Date

7. \_\_\_\_\_  
Athletic Director, Academic Scheduler, or Theater Manager  
(if required) Date

4. \_\_\_\_\_  
Community Relations and Marketing Date

1. Physical Plant - white

2. Requester - yellow

3. Community Relations - pink

Distribution will be made by Physical Plant upon approval.