



Facilities Reservation Request External Requests

Facility Request for:
AH HL OR RO SF

ORGANIZATION:		CONTACT PERSON:	
Phone #:		FAX #:	
ADDRESS:			
Please describe purpose of program / event			
Expected Attendance:		** Admission Charge for the Event: Yes No	
Will merchandise be sold? Yes No		If yes, please list items:	

**** If you plan on charging admission or selling merchandise, please contact the Facilities / Theater Office for applicable policies.**

DAY(S) REQUESTED: M T W R F Sa Su	Month:	Day(s):	Year:
Time of Event:	Arrival/Departure Time:		
Reception Planned / Refreshments: Yes No	For catering at Auburn Hills, Highland Lakes, Royal Oak and Southfield Campus sites, call OCC Food Services, at (248) 232-4529. For catering at the Orchard Ridge Campus, call Culinary Studies Institute at (248) 522-3711.		

CUSTODIAL / MAINTENANCE REQUESTS – ROOM LAYOUT

Indicate desired room layout below. Large set-ups may require a diagram.

Number of Tables:	Number of Chairs:	Number of tables needed for caterer:
Describe set-up:		

CUSTODIAL / MAINTENANCE REQUEST – ELECTRICAL

Please indicate any electrical needs, such as extension cords and other electrical equipment. Please include the purpose of the electrical equipment requested and the location where it will be needed.
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AUDIO VISUAL NEEDS

Audio Cassette Recording	Podium
Cassette Player	Projection System
CD Player	Slide Projector
Computer (Instructor's)	TV / VCR
Flip Chart w / Markers	**** Video Recording
Internet Connectivity	Manned Unmanned
Microphone(s)	**** Written consent from the performer/lecturer must be submitted to the facilities office at least 7 days prior to the event
Overhead Projector	
Other equipment requests:	
PLEASE BE SURE TO INCLUDE YOUR CONTACT NUMBER ON ALL PUBLICITY FOR YOUR EVENT.	

Facilities Use ONLY

Certificate of Insurance required? Yes No If No, reason for waiver			
Room(s) Assigned			
Rental Fee	Deposit Amount	Due Date for Deposit	
Balance Amount	Due Date for Balance	Amount Waived (if applicable)	
Approved by <small>President or Designee</small>		Date	
Reason for Waiver		TOTAL FEE	

Proper use of this facility will be the responsibility of the sponsoring organization/renter to comply with the policies and regulations of Oakland Community College and state and federal laws governing the use of public property. It is also agreed that total fees due (less deposit) will be paid 48 hours prior to the event. Rental Organization shall indemnify and hold harmless Oakland Community College, its employees, officers, agents, Trustees and volunteers, from and against any and all claims, costs, actions, causes of action, losses or expenses (including reasonable attorney fees) caused by or arising out of the acts or omissions of any officer, employee, agent, Trustee or student of the Rental Organization and/or the Rental Organization's conduct of its program or event. Oakland Community College requires Rental Organization to comply will all applicable provisions of the Federal Americans with Disabilities Act (ADA) of 1990. Rental Organization is to notify Oakland Community College of any specific accommodations that are requested of it by participants, spectators, or any other person, relating to accessibility. This language takes the place of the ADA language found in the OCC Facility Rental Guidelines, version 11-03.

Facility Manager / Rental Agent	Date	Phone Number
Rental Organization's Representative	Date	Phone Number
Business Manager	Date	