



# Facilities Scheduling Request

Please email this form to: [event.notice@littlehoop.edu](mailto:event.notice@littlehoop.edu)

Please complete and return this form promptly to allow time to record the event on the college calendar and for billing instructions.

Event		
Event Sponsor		Number of People Attending
Cost of Admission, if applicable	Where are tickets available?	
Contact Person	Email	
Street Address		Telephone
City	State	Zipcode

Facility requested (number in ( ) indicates number of people room will accommodate)

Amphitheatre (450)	Student Union (120)	Gymnasium Bleachers (450)	President's Conference Room		Student Services Conference Room	TV Production Facility	Lab/Classroom #	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date(s) and Time(s) of Event		
Set Up	Event(s)	Tear Down
Date(s)	Date(s)	Date(s)
Time(s)	Time(s)	Time(s)

Do you require any of the following support services?

<input type="checkbox"/> ITS Support	<input type="checkbox"/> Security Personnel	<input type="checkbox"/> Maintenance	
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Equipment Needed	
<input type="checkbox"/> Phone / Speaker Phone	<input type="checkbox"/> Podium
<input type="checkbox"/> Computer	<input type="checkbox"/> PA / Microphone
<input type="checkbox"/> Internet Access	<input type="checkbox"/> TV / VCR / DVD
<input type="checkbox"/> Wireless Access	<input type="checkbox"/> Flip Chart
<input type="checkbox"/> LCD projector / Screen	<input type="checkbox"/> Piano
<input type="checkbox"/> Tables/Chairs	<input type="checkbox"/> Special Lighting
<input type="checkbox"/> Special Software	<input type="checkbox"/> Spotlight
<input type="checkbox"/> No equipment needed	Other

Additional information, support staff, equipment or sketch of room set-up

Charges (Office Use Only)				
Room	Equipment	ITS Support personnel	Resource Personnel	Total
President				
			Date	

## Facilities Use Agreement

The Event Sponsor agrees:

1. CCCC will not be held liable for damages resulting from cancellation or relocation of scheduled events due to unforeseen circumstances.
2. This event and its activities will be supervised by adequately trained personnel, and that all safety rules for the facility and the activity will be observed.
3. All materials brought into the facility for this event will be removed, rooms and their contents will be returned to the requested room setup. Accept responsibility for reimbursing the college for damages and/or additional charges for cleanup costs that might occur in the use of the scheduled event.
4. The users of the college assume full responsibility for the acts of all persons associated with their event and will reimburse the college for any and all damages done to the facility or college property during the period of their contract.
5. To assume all risk of and liability for any and all claims of any nature including all costs, expenses, and attorney's fees which may in any manner result from the event. For events involving risk of personal injury exposure due to the nature of event activities, proof of general liability insurance in the amount of \$250,000 per person and at least \$1,000,000 per occurrence covering any and all claims of any nature arising out of this agreement must be provided by Event Sponsor.
6. The college's food service provider has the right of first refusal on all catering on the college property. All food and beverage catering is to be coordinated through the college's food service provider.
7. The sale or use of alcohol or tobacco products are prohibited on CCCC property.
8. All auditorium users will provide a pair of prime seating tickets (gratis) for use by the Theatre Patron project.

I acknowledge that I have read this agreement and agree to follow the guidelines herein. Further, I understand and agree that Cankdesk Cikana Community College assumes no responsibility for personal injury, property loss, or damage occurring during meetings, gatherings, or events sponsored by outside groups.

Signature of Event Sponsor (or Affiliation with Sponsor)	Date
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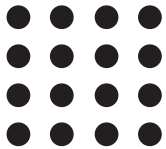
Standard Workday Rates	
Rooms	Classrooms
Amphitheatre..... \$500	Business/Industry Training Lab #128..... \$200
Student Union ..... \$200	Computer Lab..... \$200
Gymnasium..... \$500	Classroom..... \$100
	Equipment
	Sound/light booth - must have college technician..... \$25/hour
	Video shooting in studio or on location ..... \$400/hour
	Photo shoots in studio or on location ..... \$300/hour
	Post Production & Editing..... \$135/hour
	Facility personnel
	A resource fee will be charged for events outside of facility hours. \$25/hour. Fees will double for events held on campus holidays.



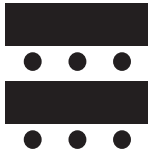
# Table Arrangement Chart



**Formal Style** - For formal dining events, the full banquet room can be set up for 170 people, with 17 round tables, each seating 10 people. This set-up can include live cooking stations, buffets, a bar and a dance floor.



**Theater Style** - For seminars and lectures, the full banquet room can be set up for 200 people, with chairs only, all facing a podium or overhead screen at the front of the room.



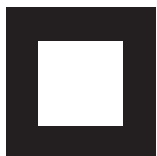
**Classroom Style** - For seminars and lectures that might require note taking or writing, the full banquet room can be set up for 150 people, with rows of tables and chairs, all facing the front of the room.



**U-Shape Style** - This set-up is for presentations that also require some interaction among the members of the audience. The U-shape set-up allows audience members to view the front of the room or each other with comfort.



**Fishbone Style** - For variety and convenience try our fishbone set-up. In the full banquet room, it can seat 150 people.



**Hollow Square Style** - The hollow square style set-up is for meetings and conferences requiring discussion and exchange of ideas.