



**Request to Use College Facilities  
Supplemental Form**

Name of the event: \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Building Requested:**  SC: 422  Gymnasium  Banquet Room  
 SC: 111  SC: 1<sup>st</sup> Floor  Library

Number in attendance: \_\_\_\_\_

Time of Arrival (Day of event): \_\_\_\_\_

Time of Departure: \_\_\_\_\_

Podium & Microphone:  YES  NO

Visual Equipment:  Projector  TV & Projector (Banquet Room Only)

Sound System (Gymnasium/SC 1<sup>st</sup>Floor):  YES  NO

Stage Needed (Gymnasium & SC: First Floor ONLY):  YES  NO

Tables:  Round  Rectangle *Total Round:* \_\_\_\_\_ *Total Rectangle:* \_\_\_\_\_ *Chairs per Table:* \_\_\_\_\_

Head Table:  YES  NO *Total needed:* \_\_\_\_\_ *Chairs per Table:* \_\_\_\_\_

Sign-in Table:  YES  NO *Inside or outside the room:*  Inside  Outside

Buffet Tables:  YES  NO *Amount Needed:* \_\_\_\_\_

Lecture Style Seating:  YES  NO *Aisle:*  With  Without *Amount of Chairs:* \_\_\_\_\_

Would you like to rent/buy table cloths?  YES  NO *Amount Needed:* \_\_\_\_\_  
(\*Plastic navy or white round- \$5.00, plastic rectangle- \$5.00, Linen navy or white round- \$15.00, Linen navy or white rectangle- \$12.00)

Coffee Set-up (LSCPA Campus Events ONLY):  YES  NO

**Decorations** – No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass, or fixture. Helium balloons are not permitted in the Parker Center and PAC Theater. No signs or banners may be affixed in the entry way of any of the building without prior approval.

Please provide details explaining the layout needed for your event and/or any other information needed to complete the set-up for your event:

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***LSC-PA Event Coordinator ONLY:***

Security Needed: \_\_\_\_\_ Time Frame: \_\_\_\_\_ Scheduled: yes \_\_\_ no \_\_\_

Custodial Staff Needed: \_\_\_\_\_ Time Frame: \_\_\_\_\_ Scheduled: yes \_\_\_ no \_\_\_

Sound Set-up Needed: \_\_\_\_\_ Scheduled: yes \_\_\_ no \_\_\_