

HIGHLAND COMMUNITY COLLEGE

FACILITY/EVENT RESERVATION REQUEST

1. Complete the form below and forward to the appropriate office.
2. Copies of completed form with approval and charges, if appropriate, will be distributed to HCC officials and to the parties making the request.

Part I: To be completed by the individual and/or organization requesting use of the HCC Facility.

Mark facility(ies) requested and send to the appropriate office for approval:

Academic Affairs (academicaaffairs@highlandcc.edu) ☐ Art Gallery ☐ CT-104 ☐ CT-107 ☐ CT-108 ☐ CT-109 ☐ CT-113 ☐ CT-116 ☐ CT-117 ☐ CT-121 ☐ CT-130 ☐ CT-Lobby ☐ LSU-A ☐ LSU-C ☐ LSU-D ☐ Library ☐ Irvin 101 ☐ Music Room ☐ MS-1 ☐ MS-2 ☐ MS-3 ☐ MS-4 ☐ MS-5 ☐ MS-6 ☐ YH-203 ☐ Ag Bldg. Classroom 1 ☐ Ag Bldg. Classroom 2 ☐ Auditorium: Tech Assistance? (Lights, Sound, etc.) Other (define):	Athletic Department (Jerre Cole) ☐ Football Field ☐ Track ☐ Stadium Cntr Concession ☐ Field House Gym ☐ Field House Other (define):
Presidents Office (Sarah Ahern) ☐ Admin Bldg. Conf. Room ☐ Ag Building ☐ Peuker Plaza	Stadium Center: ☐ Barber Room ☐ Game Administration Area (Up) ☐ Welcome Center
Wellness Center (Sarah Ahern) ☐ Classroom ☐ Court 2	☐ Court 3 ☐ Other

Operations (Sarah Ahern)
☐ Cafeteria
☐ Scottie Pause
☐ Campus Housing
☐ Campus Grounds (define):

☐ Other (define):

Klinefelter Barn (Sarah Ahern)
Please use the Klinefelter request form found on the intranet.

List equipment/set up needed (Volleyball nets, tables, etc.):

1. Date/Time of Activity: ____/____/20____ Set-up Time: ____am ____pm Time Event Begins: ____am ____pm
Departure Time: ____am ____pm

2. Type of Activity (detailed description): _____

3. List Official in charge of activity and organization represented: _____

Phone: (____) _____ Address (if non-College activity) _____

4. Would you like for your event to be posted on the HCC website calendar? YES____ NO____

5. If you require **Food Service**, complete this form and turn it into the VP of Student Services, but note that you are responsible for making arrangements directly with Great Western.

6. If you need **IT assistance** for any activity, please submit a Track-It via the web OR by sending an email to the HCC Help-Desk at helpdesk@highlandcc.edu at least ONE WEEK prior to the activity. Requests received with less than a week's notice are not guaranteed completion.

7. **Maintenance assistance** requested?__ Please be aware that custodians and/or maintenance may not be on duty for the times requesting. *Charges may be assessed for Maintenance services during these times.*

Type of Maintenance assistance requested: _____

8. Date request submitted: ____/____/____

9. Submitted by: _____

Part II: To be completed by the appropriate office.

Date request received: _____/_____/_____

Action Taken: _____ Approved _____ Not Approved: Reason _____
(If not approved, notify requester immediately)

Cost to College: _____

Charge to Organization: _____

Signed: _____

Date: _____

FOR OFFICE USE ONLY | Distribution List: Please email form (front and back) to: __Vince Bowhay

**__Eric Ketchum __Rick Duncan __Lexy Clark __Rick Blevins __Security __Kari Clary __Tiffany Rhodd __Loa
Pili**

Jerre Cole (All Athletic Events)

IT Dept (MS-4, CT-107/108/109, YH-102/204)

Candie Bledsoe (FoodServices@highlandcc.edu)

Tanner Holte (Multimedia/Auditorium)

Bethanie Odell (HCC Website Calendar)

Individuals reserving the auditorium are restricted to use of the overhead lights only. If you require the use of the light or sound boards, you must request assistance from an approved assistant trained on that equipment.