

VERNON COLLEGE FACILITY RESERVATION FORM

Complete form and email to roomrequest@vernoncollege.edu

VC Employee Request:

Community Request:

Person or Organization Requesting:

Event/Activity:

Contact information:

Signature:

Specify Facility/Room:

Date: Day: Time: .m until .m

Estimated number in attendance:

Will special equipment, owned by VC, be needed? Yes No

If yes, please give detail:

Will VC maintenance assistance be required for setup, cleanup, etc? Yes No

If yes, please give detail

*****OFFICE USE ONLY*****

Approval:

Comments:

Service Fee? Yes No Amount: \$ Rec'd date:

Vernon College assumes no liability for any accidents that occur by participants, or schedulers of any activities scheduled in Vernon College facilities.