REQUEST FOR USE FORM
Spoon River College - Macomb Outreach Center

This form is required for anyone interested in using the Macomb Community Outreach Center. Space at the Center is not officially reserved until a contract is returned to you for signature.

Title of Event: (For your welcome sign):

Purpose of Event: (Meeting/Fundraiser/Training/etc.)

Event Date:

Setup and Arrival Time:
Event begins at: Event concludes at:
Arrival time for setup: Depart time after cleanup:

Person Responsible:
Organization:
Address
City / State / Zip
Phone Fax
Email

Are you a SRC Employee? _______Yes _______No

Rooms Requested: Please check all those that apply.
___Full Facility (Includes all of the below)
___MidAmerica National Bank Conference Hall
   ___Entire Hall ___Room A ___Room B ___Room C
___RM116 Pella Rolscreen Computer Lab (16 computer stations)
___RM123 Classroom/Lab (8 computer stations)
___RM109 Grand Prairie Supportive Living Classroom
___RM111 Classroom
___RM113 Classroom
___SRC Foundation Lobby (Available for limited use at no charge)
___Kitchen (Available for storage of snacks/drinks at no charge)

There is a fee of $25-$50 for more extensive use of the Lobby or Kitchen.

Food Service: Please check all those that apply.
___I plan to use a caterer. Name of caterer
___I will need tables for a buffet. (How many__)

Location of Buffet: Inside room_____ or Outside room_____

Food being served at events open to the public requires a caterer who holds a current Illinois Food Service License.

Participation:
How many people are anticipated at your event? _______ Will your participants be charged a fee? _______

AV/Technology Needs:
All rooms are equipped with a LCD projector, computer station, internet, sound system, VHS/DVD player, lectern, and a large pull down screen for no additional fees. This is included with room fees. Presenters must bring their presentations on a Flash/Thumb Drive or CD if utilizing our technology. Please check all those that apply.
___I plan to use the Centers technology
___I will NOT be needing technology.

___I plan to bring in my own laptop. (Must be VGA compatible)
___Microphones (Conference Hall only)

Other Needs:
___Display tables in room (How many__)
___Registration tables outside of room (How many__)

Please list additional information, requests or concerns here:

Thank you for your interest in using the Spoon River College Macomb Outreach Center. Someone will be in touch with you soon.

Form updated: 02/01/2017

Please Complete and Return:
by mail: Spoon River College, Community Outreach Center
       Attn: Velvet Powell
       PO Box 348, 2500 E Jackson St, Macomb, IL 61455
by email: velvet.powell@src.edu
by fax: 309-836-2035 For questions call: 309-833-6033

Basic Pricing Guide:
Classrooms: $30 for 4 hours or $60 for 8 hours
Computer Labs: $35 for 4 hours or $70 for 8 hours
Conference Hall: $60-$360 (Varies depending on needs)
Full Facility: $250 for 4 hours or $500 for 8 hours
Weekends: Additional $50 for 4 hours or $100 for 8 hours
(Once we receive this form we will then create a price quote for you.)