REQUEST FOR USE FORM
Spoon River College - Canton Conference Center

This form is required for anyone interested in using the Conference Center. Space at the Center is not officially reserved until a signed contract is returned.

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:
__________________________________________________________________________

Are you an SRC Employee?  ___Yes  ___No

Address __________________________
City / State / Zip __________________
Phone ___________________ Fax ______
Email __________________________

Rooms Requested: Please check all those that apply.
___Full Facility (Includes all of the below)
___Conference Center (Seats 80)
    ___Entire Hall  ___Side A  ___Side B
___Computer Lab (Seats 15)
___Meeting Room (Seats 16)
___Lobby
___Kitchen (available for storage of snacks/drinks)

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

Preferred Seating Style:
___Classroom (2 chairs per 5 ft rectangle table)
___U Shape (Rectangle tables set in a U shape)
___Theater (Chairs only)
___Banquet-Conf. Center only (5-8 chairs at rounds)
other: ____________________________________________

Food Service: Please check all those that apply.
___I am interested in using catering services available from SRC. (Only available during daytime hours)
___I plan to use a different caterer. Name of caterer _________________________________
___I plan to bring in my own items to serve.
___I will need tables for a buffet. (How many ______)

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. Presenters must bring their presentations on a Flash/Thumb Drive or CD if utilizing our technology. Please check one of the below.
___I plan to use the Centers technology.  ___I plan to bring in my own laptop. (Must be VGA compatible)
___I will not be needing technology.

Other Needs:
___Display tables (How many ______)
___Microphones (Conference Hall only)

Please list additional information, requests or concerns here:
__________________________________________________________________________

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

Please complete and return:
by mail: Spoon River College, Attn: Andrea Barbknecht
23235 North County 22, Canton, IL 61520
by email: andrea.barbknecht@src.edu
For questions call: 309-649-6368

Basic Pricing Guide:
Classrooms: $30 for 4 hours or $60 for 8 hours
Computer Lab: $35 for 4 hours or $70 for 8 hours
Conference Hall: $60-$240 (Varies depending on needs)
Full Facility: $200 for 4 hours or $400 for 8 hours
(Once we receive this form we will then create a price quote for you.)

Form updated: 12/05/2017