REQUEST FOR USE FORM
Spoon River College - Rushville Center

This form is required for anyone interested in using the Rushville 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)
____ RM100 Computer Lab with 16 computers and overhead projector
____ RM101 Computer Lab (12 seats) 6 computers and overhead projector
____ RM102 Classroom (24 seats)
____ RM108 Classroom (24 seats) with overhead projector

Participation:
How many people are anticipated at your event? _______
Will your participants be charged a fee? _______
Who will be taking the registrations/reservations? _______

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 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 ___)
____ Registration tables (How many ___)

Please list additional information, requests or concerns here:

__________________________________________________________

Please complete and return:
by mail: Spoon River College, Rushville Center
Attn: Rob Kirkham
706 Maple Ave., Rushville, IL 62681
by email: rob.kirkham@src.edu
by fax: 217-322-6276
For questions call: 217-322-6060

Basic Pricing Guide:
Classroom: $30 for 4 hours or $60 for 8 hours
Computer Lab: $35 for 4 hours or $70 for 8 hours
Full Facility: $125 for 4 hours or $250 for 8 hours

(Once we receive this form we will then create a price quote for you.)

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

Form updated: 02/01/2017