

REQUEST FOR USE FORM

Spoon River College - Havana Center



*This form is required for anyone interested in using the Havana 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)
- Computer Lab 115 (Seats 24 at computers)
- Computer Lab 116 (Seats 24 at computers)
- Classroom 101 (Seats 24)
- Classroom 102 (Seats 24)
- Classroom 104 (Seats 24)

Food Service: Food and beverages may be allowed in the Classrooms, but are NOT allowed in the Computer Labs.

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:

Computer Labs and Classrooms are equipped with Smart Room technology which includes an LCD projector, computer station, internet, sound system, VHS/DVD player, and white screen. This technology is included with room fees at no additional charge. Presenters must bring their presentations on a Flash/Thumb Drive or CD if utilizing SRC technology. Please check one of the below.

- I plan to use the Centers technology.
- I will NOT be needing technology.
- I will bring my own laptop. (Must be VGA compatible)

Please list additional information, requests or concerns here: _____

<p>Please Complete and Return:</p> <p>By mail: Spoon River College, Havana Center, Attn: Stephanie Howerter 324 E. Randolph, Havana, IL 62644</p> <p>By email: stephanie.howerter@src.edu</p> <p>By fax: 309-543-4556 For questions call: 309-543-4413</p>	<p>Basic Pricing Guide:</p> <p>Classroom: \$30 for 4 hours or \$60 for 8 hours Computer Lab: \$35 for 4 hours or \$70 for 8 hours Full Facility: \$150 for 4 hours or \$300 for 8 hours</p> <p>(Once we receive this form we will then create a price quote for you.)</p>
---	--

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