**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.

**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:

 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.*

**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:**

**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.)

**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

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

Form updated: 12/05/2017

**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.)

**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

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