**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

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.)