

# 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:** \_\_\_\_\_

**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.)

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