

## VERNON COLLEGE FACILITY RESERVATION FORM

**Complete form and email to [roomrequest@vernoncollege.edu](mailto:roomrequest@vernoncollege.edu)**

VC Employee Request:

Community Request:

Person or Organization Requesting:

Event/Activity:

Contact information:

Email:

Phone:

Specify Facility/Room:

Date:

Day:

For multiple dates, please list in Additional Notes below.

Time: .m until .m

Estimated number in attendance:

Every classroom has projector/screen/computer

For all other rooms, please check all that apply/being requested below:

Podium

Jumbo screen (Vernon only)

Laptop

Microphone

Outdoor speaker

Lapel mic

Portable screen

Will VC maintenance assistance be required for setup, cleanup, etc?

Yes

No

Additional Notes:

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Service Fee? Yes

No

Amount: \$

Rec'd date:

***Vernon College assumes no liability for any accidents that occur by participants, or schedulers of any activities scheduled in Vernon College facilities.***