

APPENDIX D



NorthWest Arkansas Community College
Facilities Use Request Form
Internal/Student Groups

Facility/Room Requested _____ Date of Activity _____

Actual Event Time _____ Set up Time _____ Clean up Time _____

Purpose and Description of Event _____

_____ Number of People Expected to Attend _____

Organization _____ Advisor Name _____

(Please attach completed Student Application for Special Event form)

Person Submitting Request _____ Title/Position _____

Telephone Number _____ E-mail _____

1. Will Admission fees be charged or contributions solicited? Yes No

2. Will you offer items or food for sale? Yes No

If yes, please explain _____

(Attach Additional Page if Necessary)

If you answered "Yes" to Item 2 above, notice must be given to:

NWACC Barnes & Noble Bookstore: & Food Service Director, of Aramark:

Special Needs Checklist

- | | | |
|------------------------------------|---------------------------|------------------------------|
| _____ # of Tables | _____ # of Chairs | _____ Powerpoint |
| _____ TV/VCR | _____ LCD Projector | _____ Projection Screen |
| _____ Microphone (Sound) | _____ Lectern | _____ Transparency Projector |
| _____ IT Technician | _____ Additional Security | _____ Parking Assistance |
| _____ Additional Maintenance Needs | | |

Special setup required _____

If you have questions about existing room set up or capabilities, please contact our Special Events Coordinator at 936-5172.

Will food be served at your event? No Yes

If yes, please be advised that all catered events held on campus must be catered by NWACC's contracted caterer, Aramark.

Catering Requests should be directed to the Food Service Director of Aramark.

By signing this document I acknowledge that I have read and understand the NWACC Facilities Use Policy and Guidelines and will abide by that policy. The General Guidelines for use of College Facilities can be found at www.nwacc.edu/presidentsoffice/facilities-use.php.

Date _____

Signature of Applicant _____

Return Completed Form To: NorthWest Arkansas Community College
Special Events Coordinator
One College Dr. Bentonville, AR 72712
Phone (479) 936-5172, Fax (479) 936-5198