



**FACILITIES USE REQUEST**

Name of Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of the Event: \_\_\_\_\_

Setup Start Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Out of Room by: \_\_\_\_\_

# of people expected: \_\_\_\_\_

Room type(s) requested:

General Purpose Classroom\*

Specialized Classroom or Computer Lab

ITV Classroom

Conference Room

Auditorium

Breakroom (in conjunction with another room)

\*Note: all classrooms have a computer, projector, screen, and whiteboard.

Additional Requests: \_\_\_\_\_

Agencies will be billed at the end of the month in which the reservation occurs. We do not accept payments at the McAlester Campus. For questions please call Anne Brooks at 918.302.3603.

Please email this completed form to [abrooks@eosc.edu](mailto:abrooks@eosc.edu) or fax to 918-465-4436