



Facilities Rental Contract

Organization	
Profit / Non-Profit	
Contract Person	
Title	
Address	
City	
State	
Zip	
Phone	
E-mail	

In consideration of the fees and covenants herein expressed, the Contractor is given the College's consent to occupy that portion of the facilities hereinafter described for the sole purpose of:

(Program/Event)

Facility Desired:	Date(s):
Occupancy Time From:	To:
Event Time From:	To:
Admission Fee:	Expected Attendance:
Is event public or private?	
Is set-up required?	
Audiovisual equipment needed?	
Other equipment needed?	
Foodservice needed?	
If yes, explain:	

Campus Rental Available Space

Lecture Halls / Conference Rooms

- 1006 – SSC Conference Room (22 People)- Video Conferencing Available for additional charge
- 1122 – SSC President’s Conference Room (14 People)
- 2108 – CEC North Wing Executive Conference Room (12 People)
- 2406 – CEC Boardroom (21 people plus 14 additional)
- 2408 – CEC Conference Room (8 People)
- 6010 – HSC Auditorium (160 People)
- 9-103 – LRC Conference Room (Varies depending on arrangement - max 200)

Classroom (Vary in size – Maximum seating - 40)

Computer Lab –Maximum seating 20)

