



Center for Business & Industry Facility Usage Request

This form will be used to better serve your training reservation needs. Please complete it as best as possible and someone from our staff will contact you. Any changes to this request must be made at least 10 working days prior to the training date. **No changes may be made to this request within 10 working days of the training date.**

Organization

Organization Contact Name

Department

Address

City

Zip

Email

Phone

Fax

Name of Training

Instructor

Max # of Students

Preferred Date(s)

Start/End Time

Room Request

Breakout Room(s)

How many

Food Service needed

Equipment Needs

Easels

TV Monitor

SMART Board

DVD VHS

Flip Chart

Screen

LCD Projector

Portable PA

Microphone

Overhead Projector

Whiteboard

Equipment Needs

Registration table required.

Access to the training room is needed the night prior to event.

The training room needs to be locked overnight.

This event is a press conference.

Lunch tables are required in the atrium.

Vendor tables are required.

Panel Discussion

Computer Needs

Computer

Internet

Presenter will have own laptop

Software Installation, Instructor workstation only

Software Installation, All workstations

Microsoft PowerPoint

Other

Special Instructions or Other Possible Dates

I understand that changes to this request must be made at least 10 working days prior to the training date.

Date

Revised Date

OFFICE USE ONLY

Calendar/Scheduler + Group Calendar

Semester Prefix Section

Assigned Room Credit Hours Contact Hours