

Clearance Form Procedures

1. Fill out this form completely and as directed. Please bear down as you are making several copies at once.
2. Once the form is completed, return this set intact to the Campus Center Programs Office, Campus Center Room 218.
3. As confirmation, a copy of this form will be returned to the Contact Person, once the date is cleared and the space is reserved.

Clearance Form Policies

1. Requests for facility use only must be confirmed by the Campus Center Programs Office at least three working days prior to an event.
2. Requests for facility use requiring special set-up, a/v equipment, or other support services, must be confirmed at least five working days prior to an event.
3. All requests for space are determined based upon scheduling priorities, but will generally be handled on a first come, first served basis.
4. This form is required for any event held on or off campus.
5. The Campus Center Programs Office will make the final designation as to the type of event (i.e., open, guest, dance/party or unrestricted).
6. Be aware that some campus facilities require additional reservation forms, i.e., Public Safety or Maintenance details, as determined by the appropriate College office. Signing this form authorizes all charges to the Chartfield identified.

Operating Hours

Standard operating hours for the Ellison Campus Center are:

Academic year

Mon. - Fri. 8:30 am - 10:00 pm
Saturday As needed to staff events
Sunday As needed to staff events

Summer & Holiday Recesses

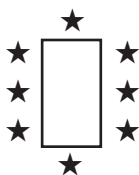
Mon. - Fri. 8:30 am - 5:00 pm

Charges

1. Payment must be made prior to the event or the event must be cancelled.
2. Events requiring building staff overtime, Public Safety details, Maintenance details, and any other additional services will be charged accordingly.
3. Charges for services rendered will be determined by the appropriate College office.

Standard Room Set ups

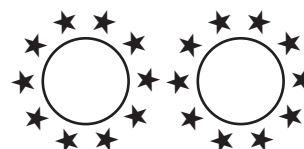
Conference



Lecture



Dinner/Luncheon



Theatre

