

REQUEST FOR USE FORM
Spoon River College - Macomb Outreach Center



*This form is required for anyone interested in using the Macomb Community Outreach Center.
 Space at the Center is not officially reserved until a contract is returned to you for signature.*

Title of Event: (For your welcome sign): _____

Purpose of Event: (Meeting/Fundraiser/Training/etc.) _____

Event Date: _____

Setup and Arrival Time:

Event begins at: _____ Event concludes at: _____

Arrival time for setup: _____ Depart time after cleanup: _____

Person Responsible: _____

Organization: _____

Address _____

City / State / Zip _____

Phone _____ Fax _____

Email _____

Are you a SRC Employee? Yes No

Rooms Requested: Please check all those that apply.

- Full Facility (Includes all of the below)
- MidAmerica National Bank Conference Hall
 - Entire Hall Room A Room B Room C
- RM116 Pella Rolscreen Computer Lab (16 computer stations)
- RM123 Classroom/Lab (8 computer stations)
- RM109 Grand Prairie Supportive Living Classroom
- RM111 Classroom
- RM113 Classroom
- SRC Foundation Lobby (Available for limited use at no charge)
- Kitchen (Available for storage of snacks/drinks at no charge)

There is a fee of \$25-\$50 for more extensive use of the Lobby or Kitchen.

Preferred Seating Style:

- Classroom (2 chairs per 5 ft. rectangle table)
 - U Shape (Rectangle tables set in a U Shape)
 - Theater (Chairs only)
 - Banquet-Conf. Hall only (5-8 chairs at rounds)
- other: _____

Capacity:

Classrooms can seat approximately 24 seated at rectangle tables or 50 theater style. Each bay of the conference hall can seat 50-75 at round tables or 100 theater style.

Food Service: Please check all those that apply.

I plan to use a caterer. Name of caterer _____

I plan to bring in my own items to serve.

I will need tables for a buffet. (How many _____)

Location of Buffet: Inside room _____ or Outside room _____

Food being served at events open to the public requires a caterer who holds a current Illinois Food Service License.

Participation:

How many people are anticipated at your event? _____ Will your participants be charged a fee? _____

AV/Technology Needs:

All rooms are equipped with a LCD projector, computer station, internet, sound system, VHS/DVD player, lectern, and a large pull down screen for no additional fees. This is included with room fees. Presenters must bring their presentations on a Flash/Thumb Drive or CD if utilizing our technology. Please check all those that apply.

I plan to use the Centers technology I plan to bring in my own laptop. (Must be VGA compatible)

I will NOT be needing technology. Microphones (Conference Hall only)

Other Needs:

Display tables in room (How many _____) Registration tables outside of room (How many _____)

Please list additional information, requests or concerns here: _____

<p>Please Complete and Return: by mail: Spoon River College, Community Outreach Center Attn: Velvet Powell PO Box 348, 2500 E Jackson St, Macomb, IL 61455 by email: velvet.powell@src.edu by fax: 309-836-2035 For questions call: 309-833-6033</p>	<p>Basic Pricing Guide: Classrooms: \$30 for 4 hours or \$60 for 8 hours Computer Labs: \$35 for 4 hours or \$70 for 8 hours Conference Hall: \$60-\$360 (Varies depending on needs) Full Facility: \$250 for 4 hours or \$500 for 8 hours Weekends: Additional \$50 for 4 hours or \$100 for 8 hours (Once we receive this form we will then create a price quote for you.)</p>
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Thank you for your interest in using the Spoon River College Macomb Outreach Center. Someone will be in touch with you soon.