

REQUEST FOR USE FORM

Spoon River College - *Rushville Center*



*This form is required for anyone interested in using the Rushville 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)
- RM100 Computer Lab with 16 computers and overhead projector
- RM101 Computer Lab (12 seats) 6 computers and overhead projector
- RM102 Classroom (24 seats)
- RM108 Classroom (24 seats) with overhead projector

Participation:

How many people are anticipated at your event? _____

Will your participants be charged a fee? _____

Who will be taking the registrations/reservations? _____

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 one of the below.

- 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.

Other Needs:

- Display tables (How many _____)
- Registration tables (How many _____)

Please list additional information, requests or concerns here: _____

<p>Please complete and return: by mail: Spoon River College, Rushville Center Attn: Rob Kirkham 706 Maple Ave., Rushville, IL 62681 by email: rob.kirkham@src.edu by fax: 217-322-6276 For questions call: 217-322-6060</p>	<p>Basic Pricing Guide: Classroom: \$30 for 4 hours or \$60 for 8 hours Computer Lab: \$35 for 4 hours or \$70 for 8 hours Full Facility: \$125 for 4 hours or \$250 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 Rushville Center. Someone will be in touch with you soon.