

Name of department/organization

Facility requested

No. 1 Date Day Start Time AM PM End Time AM PM

No. 2 Date Day Start Time AM PM End Time AM PM

No. 3 Date Day Start Time AM PM End Time AM PM

Describe event, activity or meeting

Who is eligible to attend?

Will food or refreshments be served? YES NO If yes, specify

Specific custodial/furniture request

Please submit a maintenance request for all specific custodial/furniture request @ <https://www.myschoolbuilding.com/>
Maintenance Request is required for all setups (7 day minimum is required for all custodial/maintenance requests or setups)

Need doors unlocked YES NO

Media Equipment Requested

Do you need any media equipment? Yes No **if so please submit a computer request work order for all your media needs @ <http://kace.coastalbend.edu/>**

Work Order is required for all media (7 day minimum is required for all media requests or setups)

Are you going to need a technician for lighting equipment/microphones/sound? Yes No

yes, list number of technicians desired and hours each will work: Workers: Hrs:

Name of faculty/staff sponsor:

Date:

For Authorized CBC Personnel

Request is **authorized** for approval by: Della De La Garza

Latcham & Dirks Cynthia Zomora **Hughes** Mona Krishan **Gym** Estevan Vasquez

Auditorium/Gertrude Phyllis Garcia **Library** Ray Benavides **Beasley** Debra Myers

Elam & Industrial Trades Kathy Filbin **Jostes Visual Arts** Jayne Duryea

NOTES

To: All requestors

Rental services requested have been APPROVED NOTES

Rental services requested have NOT BEEN APPROVED. Please resubmit request if group has alternate dates/time.

Approved by Date