

Naugatuck Valley Community College Facility & Event Request Form

Please complete the following information. Fax to 203-575-8170 or mail to
750 Chase Pkwy., Waterbury CT 06708, Attn: Events Planning Office Rm K518

Sponsoring Dept./Organization _____

Co-Sponsor (if applicable): _____

If co-sponsoring with a non-NVCC organization, please complete and attach Request for Co-sponsor Status form.

Address/Room#: _____

City: _____ State: _____ Zip: _____

Contact Person (please print): _____

Contact Person Signature: _____

Work Phone/Ext.: _____ Home Phone: _____

Fax Number: _____ E-mail Address: _____

Amendment #1 Page ____ of ____
 Amendment #2
 Amendment #3 _____

_____ Title of Primary Event or Activity

Description of Event or Activity:

Director's signature _____ Date: _____

Note: All activities or events sponsored by NVCC Student Clubs require signature of the Student Activities Director

FACILITY LEGEND

MS - Mainstage K - Kinney Hall C - Cafeteria (Indicate E or W) A - Fine Arts Center (Indicate level) Atrium (indicate Fine Arts or Tech Hall)
 PB - Playbox E - Ekstrom Hall T - Technology Hall S - Student Center (Indicate level) Art Galleries - A or Land Level #
 P - Plaza F - Founders Hall WW - Walkway (Indicate level # & bldg.) L - Learning Resource Ctr. (Indicate level) Blank - If facility is unknown

# of Attendees	Day(s) of Week	Date(s)	Facility Needed from:		Program Start Time	Building/ Room	Additional Information/Function (i.e., Performance, Rehearsal, Set-up, Workshop, etc.)
			Start Time	End Time			

Audio/Visual Equipment:

- VCR/TV DVD/TV
- LCD projector with computer
- LCD projector only (no computer)
- Screen
- Other projector _____
- CD player
- Microphone
 - Hand-held (#) _____ Lapel (#) _____
 - Table Top (#) _____ Floor Stand(#) _____

Other Equipment:

- Chairs (#) _____
- Tables (#) _____
- Podium: with microphone
 without microphone
- Extension Cords(#) _____
- Other _____
- Other _____
- Other _____

Additional Details:

For more space, use other side.

For Events Planning Office Use Only

Guest Account needed for technology access? _____ Quantity _____

Scheduling Office Notes:

Approved: Ed Clancy _____ Date _____
 (Note: Requests requiring a contract will not be approved until signed by the President.)

Contract Tracking

To Dean of Administration _____ From Provost _____
 To Client _____ From Client _____

SSNB/RR Book Calendar Banner Received by EPO: _____

Sent on: ____/____/____ to:

- Originator of request
- Public Safety Dept.
- Maintenance
- Tech Support (all Audio-Visual)
- Student Activities
- Cafeteria
- I.T Department
- Other _____
- Other _____
- Other _____