



Charlotte Campus
 26300 Airport Road
 Punta Gorda, FL 33950
 Email: CharlotteFR@Edison.edu

FACILITY ROOM REQUEST

REQUESTOR INFORMATION

Date Submitted: _____

Date Requested: _____ Day _____ Time: From _____ am/pm To _____ am/pm

Requestor: _____ Room requested: _____

Requestor's Address: _____

Contact Person: _____ Phone Number: _____ Fax Number: _____

Status of Requester (check one)

- College Department/Unit
 Non-Profit Organization
 Other (please specify)
 College Auxiliary
 Government

Department: _____ Signature: _____ Date: _____

ACTIVITY

Name of Event: _____

Description of Event: _____ Estimated attendance: _____

Open to public? Yes No Will fees be charged? Yes No Amount: _____

FURNITURE AND EQUIPMENT REQUIREMENTS

Audio Visual
 Lighting
 Sound
 Computer Lab
 Other (please specify)

Number of tables: _____ Number of chairs: _____ American Flag needed: Yes No

FOOD/BEVERAGE

Food To Be Served? Yes No

Please note: *The individuals or organization agrees to contact Edison State College's contracted food service provider Food Service Incorporated (FSI). diningcharlotte@edison.edu or (941) 637-5697*

Alcohol

A written request to serve alcohol must be submitted 2 weeks in advance to the Office of Administrative Services for approval by Charlotte Campus President. The Alcohol Policy is available on the Edison State Portal, Document Manager/Charlotte Campus/Charlotte Campus Alcohol Policy, or by contacting the Department of Administrative services at 941-637-5640.

FOR OFFICE USE ONLY

Approved
 Denied Staff Initials _____ Room assigned _____ Cancellation Date _____
 Extra security needed Yes No CC: to Facilities, Public Safety, Technology, FSI _____
 Added to calendar _____ Staff Initials _____