



Collier Campus
 Administrative Services
 7007 Lely Cultural Parkway
 Naples, FL 34113
 Email: CollierFR@Edison.edu
 Phone: 239-732-3734
 Fax: 239-732-3919

FOR OFFICE USE ONLY

Date Received: _____

FACILITY RESERVATION REQUEST

Submit request via e-mail, mail, or fax to the Office of Administrative Services (listed above). Upon receipt, your request will be reviewed by the Office of Administrative Services. If approved, a contract will be completed and forwarded to you, with full payment due immediately. All requests must be submitted at least 5 weeks before desired event dates. **Please refrain from advertising or using Edison State College Campus Logo until a contract is completed and signed by all parties.**

CLIENT INFORMATION

Date(s) Requested: _____ **Time(s) From:** _____ **AM** **PM** **To:** _____ **AM** **PM**

Organization Name: _____ **Contact Person:** _____

Address (City/State/Zip): _____

E-mail: _____ **Phone:** _____ **Fax:** _____

Status (check one)

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

EVENT INFORMATION

Name of Event _____

Purpose of Event: _____ **Estimated Attendance:** _____

Open to public Yes No **Admission/Fees** Yes No **Amount (per person):** \$ _____

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

- Will food to be served?** Yes No **Type:** Buffet Sit-Down Hors d'oeuvres
Will beverages be served? Yes No **Type:** Alcoholic Non-Alcoholic Both
Will it be catered? Yes No **Do you need assistance?** Yes No

TYPE OF SET UP NEEDED (Check all that apply)

Note: Requests for accommodation exceeding current inventory may require additional rental fees

- _____ Round Tables (Choose one: 6 chairs per table 8 chairs per table)
 _____ Auditorium Style Seating (Chairs Only)
 _____ Small Rectangular Tables (Classroom style with 4 Chairs)
 _____ Long Rectangular Tables (for Food, Handouts, Staff Seating)
 _____ Other Specifications _____

FOR OFFICE USE ONLY Approved Denied Room(s) assigned _____
 Extra security needed? Yes No Extra staffing needed? Yes No (Facilities, Public Safety, Technology)
 Before/After Hours Event? Yes No Added to calendar Yes No **Admin Services Stamp:**