

ASSIGNED ROOM:



# Fairhill Center Room/Event Scheduling Request Form



Applicant  
Confirmation  
Initials:

12200 Fairhill Rd., Cleveland, OH 44120 (216) 421-1350 X160 Fax (216) 421-8874

Please complete a separate form for each room and date requested

Host Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Name Of Event: \_\_\_\_\_ ROOM REQUESTED: \_\_\_\_\_

Date Of Event: \_\_\_\_\_ One Time On Going

Actual Time Of Event: \_\_\_\_\_ AM PM TO \_\_\_\_\_ AM PM (list total time required)

Set-Up Time: \_\_\_\_\_ AM PM TO \_\_\_\_\_ AM PM (list total time required)

Take-Down Time: \_\_\_\_\_ AM PM TO \_\_\_\_\_ AM PM (list total time required)

Number Attending: \_\_\_\_\_ Organization Status: Campus Non-Profit Commercial/Other

### Available Room Configurations

Mark Desired Set-Up - Not All Configurations Available In All Rooms

<b>CLASSROOM</b> 	<b>CONFERENCE</b> 	<b>BANQUET</b> 	<b>THEATER</b> 	<b>HOLLOW SQUARE</b> 
<b>U-SHAPED</b> 	<b>VENDOR</b> 	<b>OPEN</b> 	<b>NONE</b> 	<b>SPECIAL</b> 

Room Set Up To Be Done By: Fairhill Staff \_\_\_\_\_ Event Representatives \_\_\_\_\_

### TABLES AND CHAIRS

Chairs \_\_\_\_\_ Round \_\_\_\_\_ Serving \_\_\_\_\_ Large \_\_\_\_\_ Speaker's \_\_\_\_\_

### FOOD SERVICE

NO KITCHEN FACILITY AVAILABLE FOR PREPARATION OR CLEAN UP

Will There Be Meals? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, Will It Be: Catered \_\_\_\_\_ Potluck \_\_\_\_\_ Brown Bag \_\_\_\_\_ Other \_\_\_\_\_

### ADDITIONAL REQUESTED SERVICES

These Services may be applied by Fairhill Center

Protective Services: + \_\_\_\_\_ Officers @ \$25.00 per hour per Officer

Will Additional Set-ups or Changes Be Needed? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Please submit additional forms explaining additional set ups and changes.

### RENTABLE EQUIPMENT

CHECK ALL REQUESTED ITEMS - SUBJECT TO AVAILABILITY

<input type="checkbox"/> Coffee Maker: 3-pot, 30 cup, 100 cup	<input type="checkbox"/> Tabletop Podium: Microphone No Mic
<input type="checkbox"/> Chalkboard w/ chalk & eraser	<input type="checkbox"/> Floor Microphone
<input type="checkbox"/> Flipchart Easel w/ pad and markers	<input type="checkbox"/> Table Microphone
<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Floor Podium: Microphone No Mic
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Piano: Upright Keyboard Baby Grand
<input type="checkbox"/> Slide Projector	<input type="checkbox"/> Cassette Recorder
<input type="checkbox"/> Projector Screen	<input type="checkbox"/> Tripods
<input type="checkbox"/> Internet Access	<input type="checkbox"/> Mobile Microphone
<input type="checkbox"/> TV Monitor w/VCR w/DVD	<input type="checkbox"/> Other: _____

All rented equipment must be returned clean and undamaged to avoid extra charges

Other Information:

\_\_\_\_\_