

**External Facilities Request Form**  
**Santa Fe Community College**  
**Facilities and Special Events Office**  
**Phone: (505) 428-1675/ Fax: (505) 428-1450**  
**6401 Richards Ave., Santa Fe, NM 87508**

**This form is for requests to use college facilities.** Please type or print clearly (if you received this form via email, it is set-up to be filled in on the computer), complete all information and email, fax or hand-deliver to the Facilities and Special Events Office.

**Name of Group/Organization:**

**Contact Person:**

**Address:**

**Phone:**

**Fax:**

**Email:**

**Name of Responsible On-Site Supervisor:**

**Phone:**

**Fax:**

**Email:**

**Event Title:**

**Number of Participants:**

**Would anyone be looking for this event under a different name?**

**Will there be a keynote speaker and if so who?**

**Will there be entertainment and if so who?**

**Will anyone or group be honored at this event and if so who?**

**Is this event open to the public?**

**Does any other company or agency sponsor this event?**

**Who can we reach from your organization after hours or on the weekend?**

**Facility Requested:**

**Dates Requested: Start:**

**End:**

**2<sup>nd</sup> Choice:**

**Times Requested: Start:**

**End:**

**Describe activity including risk factors and how facility will be used (Any group or organization using college facilities is responsible for any damage to property during use).**

**Are you charging a fee for your event? If so, please provide amount and explain what it will cover:**

**Seating Set-Up:**

- U-Shaped
- Hollow Square
- Theater
- Classroom
- Round Tables (Jemez Rooms only)

**Audio-Visual Needs:**

**Number Requested**

No charge if already located in room. Otherwise:

Overhead Projector	\$10.00
Slide Projector	\$20 ea.
Flip Chart	\$5 ea. after first one
VCR/Monitor	\$35.00
CD Player	\$10 ea.
In-Focus Projector	\$35 ea.
Laptop Computer	\$50 ea.
Microphone	\$5 ea. after first one
Signs (24" x 32")	\$5 ea.

**Food Service Needs:**

**Do you require signage?**

**Exact wording:**

**Additional special requirements?**

**Please attach any relevant information such as proposed conference program, brochures, etc.**

**Proof of insurance attached:**            Yes            No

**Requester's Name:**