

## FUNCTION REQUEST FORM

1. **Check Space Availability:** contact Terry Lee Covey, 271-7733 or [tcovey@ccsnh.edu](mailto:tcovey@ccsnh.edu), in Public Information Office.
2. **Reserve Space:** submit Function Request Form to Public Information Office **2 weeks prior to event**.

### 3. Provide Function Information

Day(s) of Week of Function: \_\_\_\_\_ Date(s) of Function \_\_\_\_\_

Time Event Begins & Ends: \_\_\_\_\_ Time Set Up Begins & Clean Up Ends: \_\_\_\_\_

Location of Event: \_\_\_\_\_

*Gymnasium and Capital Commons Conference Room have special set up time restrictions*

Name of Function: \_\_\_\_\_

Name of Organization Sponsoring Function: \_\_\_\_\_

The Sponsoring Organization is (check one):

NHTI    NHTI Student Club or Organization    NHTI Department (specify) \_\_\_\_\_

Other (specify) \_\_\_\_\_

Contact Person: \_\_\_\_\_ phone# \_\_\_\_\_ email \_\_\_\_\_

*The person responsible for the event. The contact information will be given out as necessary.*

Please describe this function, including purpose, goal and expected costs incurred. (be specific) \_\_\_\_\_

Should this event be posted on the NHTI web site?  No  Yes   Campus Comments newsletter?  No  Yes

Admission fee or expected donation for attendance: \_\_\_\_\_ Event open to the general public?  No  Yes

4. **Submit Maintenance Request** (tables, chairs, power strips, etc.) Describe and diagram your desired room layout.

#### For maintenance use only

Date and time start/end setup: \_\_\_\_\_

Signature: \_\_\_\_\_

5. **Request Media Services.** Submit requests 2 weeks prior to event to [nhtimediaservices@ccsnh.edu](mailto:nhtimediaservices@ccsnh.edu).

6. **Request Catering Services.** Submit requests 2 weeks prior Dining Services Catering Coordinator at 224-3111.

**OFFICE USE ONLY:** Reservation/Confirmation Signature: Terry Lee Covey   Date Confirmed & sent: \_\_\_\_\_

Copies to:  Student Affairs    Campus Safety    Media Services    Maintenance    Athletics    Chartwells    DCE  
 Landscaping Mgr    Signs    Events Calendar Coordinator