



# CHATTAHOOCHEE VALLEY

COMMUNITY COLLEGE

## Phenix City Room Campus Event Reservations

To coordinate arrangements contact the President's Office at 334.291.4981.

**CVCC Business Use:** No Charge

**CVCC Employee Use:** No Kitchen: \$50 \_\_\_\_\_ Kitchen Use: \$100 \_\_\_\_\_

### Phenix City Room Reservation Information

Date(s) Needed \_\_\_\_\_

Arrival Time (Please make sure you are there at this time.) \_\_\_\_\_

Meeting Start Time \_\_\_\_\_

Departure Time \_\_\_\_\_

Approximate Number of Guests \_\_\_\_\_

Description of Activity \_\_\_\_\_

**Do you plan to serve food?** Yes \_\_\_\_\_ No \_\_\_\_\_  
*Food cannot be served in the Phenix City Room unless arrangements have been made in advance.*

**Electronic equipment needed:** PowerPoint \_\_\_\_\_ DVD \_\_\_\_\_ Microphone \_\_\_\_\_  
*(Laptop computers are not provided.)*

**Do you plan to use any equipment other than that listed above?** Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, you must **turn in a work order** with this request for any special setup or moving of equipment.  
You must also **turn in a work order** for breakdown and moving of equipment.  
Any equipment brought into the Phenix City Room **must** be removed **no later than** the morning after use of room.

### CVCC is a tobacco-free campus.

Campus Contact Information	
Campus Contact Name	Plant Management Staff Assigned
Department	Cell/Phone
Phone	Plant Management Staff Assigned
Cell	Cell/Phone
Email	Payment Information: _____ \$ Paid Receipt Number BO
<b>Email completed agreements to <a href="mailto:marquita.greene@cv.edu">marquita.greene@cv.edu</a> or Fax to 334.291.4944</b>	

CC: Monday Message R. Gordy D. Hodge B. Kelley J. Wells  
Maintenance Security J. Noles A. Thomas

President's Office:	Date:
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