

**BLINN COLLEGE  
REQUEST FOR USE OF COLLEGE FACILITY  
MEETING ROOMS**

Please complete (type or print) and return this form to the director of student activities office Blinn College,  
P.O. Box 6030, Bryan TX. 77805-6030 Fax: (979) 209-7487

Current Date: \_\_\_\_\_

Name and address of organization/group: \_\_\_\_\_

Contact person/telephone: \_\_\_\_\_

Facilities/Rooms/Space Requested,      \_\_\_\_\_ E-120 -121      \_\_\_\_\_ E-122 -E-123

Number of participants: \_\_\_\_\_

Brief description of Activity/Event: \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Will there be an admission charge? If so, please explain: \_\_\_\_\_  
\_\_\_\_\_

Will there be any commercial advertising? If so, please explain: \_\_\_\_\_  
\_\_\_\_\_

Special Request(s)/Room Set-Up

- |  |   |
|--|---|
| <input type="checkbox"/> PA                        | <input type="checkbox"/> Slide Projector/Screen       |
| <input type="checkbox"/> Lectern/Podium            | <input type="checkbox"/> TV/VCR                       |
| <input type="checkbox"/> Registration Table        | <input type="checkbox"/> Video Projector/VCR          |
| <input type="checkbox"/> Overhead Projector/Screen | <input type="checkbox"/> Marking Board/Bulletin Board |
| <input type="checkbox"/> Other (Please explain)    | <input type="checkbox"/> Food Table/s                 |

Will food services be required?     yes     no    if yes, please check:  Snack  Breakfast  Lunch  Dinner

**Please check appropriate items:**

- Blinn or Blinn related organizations
- Government Agency
- Civic/Cultural Organization
- Non-Profit
- Semi-Commercial User
- other (please explain) \_\_\_\_\_

Director's Signature \_\_\_\_\_ Approved/Disapproved

**\*MUST HAVE 72 HOUR NOTICE ON ALL ROOM REQUEST\***