

**EDISON STATE COMMUNITY COLLEGE  
FACILITY USE REQUEST FORM**

**This form needs to be filled out and sent or emailed to Ryan Lusk, rlusk@edisonohio.edu, Room 161, to reserve college facilities. Confirmation of room assignments will be sent by inter-office mail and/or email.**

NAME \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

ADDRESS/DEPT \_\_\_\_\_ PHONE: \_\_\_\_\_

ACTIVITY DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

DATE(S) REQUIRED: \_\_\_\_\_

OVERALL TIME REQUIRED: \_\_\_\_\_ ACTUAL START TIME: \_\_\_\_\_

ACTUAL ENDTIME: \_\_\_\_\_

NUMBER ATTENDING: \_\_\_\_\_

If this event is sponsored or hosted by ESCC, who will be serving as host? \_\_\_\_\_

Are directional signs needed at the main entry driveway? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you be serving food at your event? \* Yes \_\_\_\_\_ No \_\_\_\_\_

\*Tablecloths are required

**FACILITIES REQUESTED:**

_____ Atrium	_____ Gymnasium	_____ Pavilion (Full)
_____ Classroom(s) _____	_____ Robinson Conference	_____ Pavilion (Part)
_____ Emerson Center Lobby	_____ Exercise Room	_____ Theater
_____ Cafeteria	_____ Hallway	
_____ The Hub	_____ Other _____	

Maintenance Set-up Requirements: (Type Requirements, Block will expand as you type)

**PLEASE NOTE: Email the helpdesk at [support@edisonohio.edu](mailto:support@edisonohio.edu) for ALL Audio/Visual or IT needs.**

(College Use Only – Do Not Write Below This Line)

\*\*\*\*\*

Room(s) Assigned: \_\_\_\_\_

CC:                      Maintenance                      Dept Public Safety                      Athletics