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) _	____ Charger Commons	_____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 for ALL Audio/Visual or IT needs.

(College Use Only – Do Not Write Below This Line)
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Room(s) Assigned: _____ _____ _____

CC: Maintenance Dept Public Safety Athletics