



Atlanta Metropolitan College

Application for use of Campus Facilities Off-Campus Application

*This application must be completed and returned to the Fiscal Affairs Office, Library Building, Room 118,
No Later than (10) working days prior to the scheduled event. (Please type or Print)*

Please select the room(s)/area requested:

Conference Room A Conference Room B Academic Bldg. 210 Gymnasium Outside Patio
Small Classrooms Medium Classrooms Large Classrooms

Contact Name: _____ Date: _____

Contact Address: _____

Organization: _____ Check here if Tax Exempt: _____
(Furnish a copy of Tax Exempt letter)

Contact Phone Number: _____

Title of Event: _____

Date of Event: _____ "Actual" Start Time: _____ "Actual" End Time: _____

College Catering? Yes No Number of People Attending: _____
(Groups may NOT bring in their own food unless written approval is obtained from AMC College Cafeteria)

Equipment/Service Requested: (PLEASE be as specific as possible!)

Round Tables #: _____ Eight Ft. Tables #: _____ Chairs #: _____ Tables for Food #: _____

Tables for Handouts/Registration #: _____ Podium W/ Microphone: _____ Screen: _____

LCD Projector: _____ Microphone #: _____ Lapel Microphones #: _____ Stage: _____

Other Requests: _____

Please describe the setup arrangement you would like: _____

I do hereby acknowledge that I have read the Atlanta Metropolitan College facilities rental terms and conditions and agree to pay the below stated fee.

Signature: _____ Date: _____

For Office Use **Room Rental Fee:** _____

Additional Fees: _____

Total Fee: _____

50% Deposit Required: _____

Request Approved: _____ **Disapproved:** _____

Vice President's Signature