

**BUILDING SPACE REQUEST FORM**

**Please email this form to [info@fljc.com](mailto:info@fljc.com) or return to the Center office at least 2 weeks prior to the date of event.**

**Please communicate event cancellations or request changes with the Center office 2 weeks prior to the event.**

Date Submitted: \_\_\_\_\_

Date of Program: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Name: \_\_\_\_\_

Requested By: \_\_\_\_\_

Phone #: \_\_\_\_\_

Room: \_\_\_\_\_

Open to the Public? Y/N \_\_\_\_\_ Members Only? Y/N \_\_\_\_\_

Publicity Needs from the Office: Flyer Y/N \_\_\_\_\_ Press Release Y/N \_\_\_\_\_

**Set-Up Requested:**

Tables [#] \_\_\_\_\_ Chairs [#] \_\_\_\_\_

Do you need coffee/tea Set-Up \_\_\_\_\_[Yes] \_\_\_\_\_[NO]

Check off additional requests: \_\_\_\_\_Microphone \_\_\_\_\_Podium \_\_\_\_\_Projector \_\_\_\_\_Screen

What deliveries, if any, should the office expect for the event and from what vendor?

Does the event require storing supplies in the building or in the kitchen?

If food and beverages are being served, from where are they being purchased?

Any outside guests attending?

Configuration in Room:

**Additional Items:**

**Please note: all renters/committee members must supply their own tablecloths, paper goods and utensils. Questions? Call the Center office at 201-796-5040**