



ROOM REQUEST FORM
USE OF CAMPUS FACILITIES

CAMPUS: [radio] MISSION DEL PASO [radio] NORTHWEST [radio] RIO GRANDE
[radio] TRANSMOUNTAIN [radio] VALLE VERDE Other: [text box]

ORGANIZATION: [text box] DATE SUBMITTED: [text box]

ORGANIZATION CONTACT PERSON: [text box] PHONE NUMBER: [text box]

EPCC CONTACT PERSON: [text box] PHONE NUMBER: [text box]

ADDRESS: [text box]

TYPE OF MEETING: [text box] ROOM PREFERENCE: [text box]

DATE OF MEETING: [text box] DAY: [text box]

MEETING WILL BEGIN AT: [text box] END AT: [text box]

NO. OF PEOPLE EXPECTED: [text box]

SEATING ARRANGEMENTS: [text box]
To obtain maintenance services, please contact the Office of Physical Plant at 831-7880
(48 hour notice required)

MEAL ARRANGEMENTS: [text box]
To obtain meal arrangements, please contact the Office of Auxiliary Services at 831-7888
(72 hour notice required)

MEDIA SERVICES: [text box]
To obtain media or audio/visual services, please contact the Media Center at the appropriate campus
(two week notice required)

SECURITY ARRANGEMENT: [text box]
To obtain security arrangements, please contact the EPCC Police Department at 831-2200
(72 hour notice is required)

FOR OFFICE USE:

ROOM USAGE FEE: YES NO \$ [text box]

ROOM ASSIGNED: [text box] DATE: [text box]

[text box]
APPROVED: Admissions & Registration/Scheduling