GEORGIA PERIMETER COLLEGE
INTERNAL FACILITY USE REQUEST FORM

Contact Information: Name _____

GPC Department/Office: _____

Phone: _____ Fax: _____ Email: _____

Campus Location Requested: Clarkston ☐ Decatur ☐ Dunwoody ☐ Newton ☐ Alpharetta ☐

Preferred Room(s) _____

Event Information

Please note that all programs scheduled outside of the College's standard working hours are subject to billing charges at the non-business hour rates.

Date of Event: _____ Start Time_____ End Time_____

Purpose/Description of Event: *(if additional dates are needed, please list in description)*

Expected Headcount: _____

Will the event be advertised? ☐Yes ☐No If yes, where? _____

Will the event be open to the general public? ☐Yes ☐No

Will food be served? ☐Yes ☐No Name of Caterer_____

Tables Needed? ☐Yes ☐No Quantity_____

Chairs Needed? ☐Yes ☐No Quantity_____

Podium(s) Needed? ☐Yes ☐No Quantity_____

Trash Cans Needed? ☐Yes ☐No Quantity_____

Stage Unit Needed? ☐Yes ☐No Quantity_____

If Fine Arts event for Clarkston, contact Fine Arts Facility Manager for set-up. 678-891-3562

Public Safety Officers: GPC Public Safety will determine if additional officers are required.

Parking: Estimated number of spaces needed _____ *(For planning purposes only - not a reservation)*

Will goods or services be offered for sale? ☐Yes ☐No
(if yes, contact GPC Auxiliary Services Office at 678-891-3340)

Other Special Needs:

Technology Needs: After space is confirmed, please complete the Event Technology Request form at: http://www.gpc.edu/oit/eventrequest/ *(GPC-Space Confirmation/Reference Number will be required, as well as 2 business day lead time.)*

GPC reserves the right to change facility assignments or cancel any previously scheduled event if such change or cancellation is made to meet the needs of the college.

Your signature below indicates that you have reviewed the GPC Facilities Use Handbook and that all information provided is accurate.

Signature_____Date_____

If form will be submitted via fax, please fax to: (770) 274-5009

FOR OFFICIAL COLLEGE USE ONLY

☐ Approved ☐ Denied

Comment _____

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Revised 6/2010