

R. G. DRAGE CAREER TECHNICAL AND PROFESSIONAL DEVELOPMENT CENTER

FUNCTION REQUEST FORM

Facility Fee _____

Date request submitted _____ Date/dates of event _____ Start time _____ End time _____

Contact Person _____ Contact Phone # _____ Contact Person E-mail _____

Person responsible for bringing and operating the technology for your event

Phone #

Email Address

Please respond to the following questions regarding arrangements for the function that is to be scheduled at R. G. Drage Career Technical Center. If you have questions, please contact Frances Stuck at: fran.stuck@rgdrage.org or Phone 330-832-9856 or Fax 330-832-9850
Emergency maintenance contact number: 330-832-9859

Event title _____

Total # attending _____

Check All areas you wish to reserve	List equipment needed in each room (See list below)
<input type="checkbox"/> Main Auditorium	
<input type="checkbox"/> Foyer	
<input type="checkbox"/> Classroom A	
<input type="checkbox"/> Classroom B	
<input type="checkbox"/> Classroom C	
<input type="checkbox"/> Classroom D	
<input type="checkbox"/> Classroom E	
<input type="checkbox"/> Classroom F	
<input type="checkbox"/> Mease Science Room (SAMM classroom)	Please contact Dale Gallucci at dale.gallucci@email.sparcc.org to determine availability of this room.

Equipment which can be provided by Drage if requested above:

LCD Projector

Screen

Podium

Overhead projector

Dry Erase Markers

Microphone (Head worn or Lapel or stand)

Chart Stand

TV/VCR

HDMI Cable

VGA Cable

How many rectangular tables are needed for:

Registration Area (Foyer) _____

Food Service Area (Foyer) _____

Stage _____

How many chairs are needed for:

Registration Area (Foyer) _____

Food Service Area (Foyer) _____

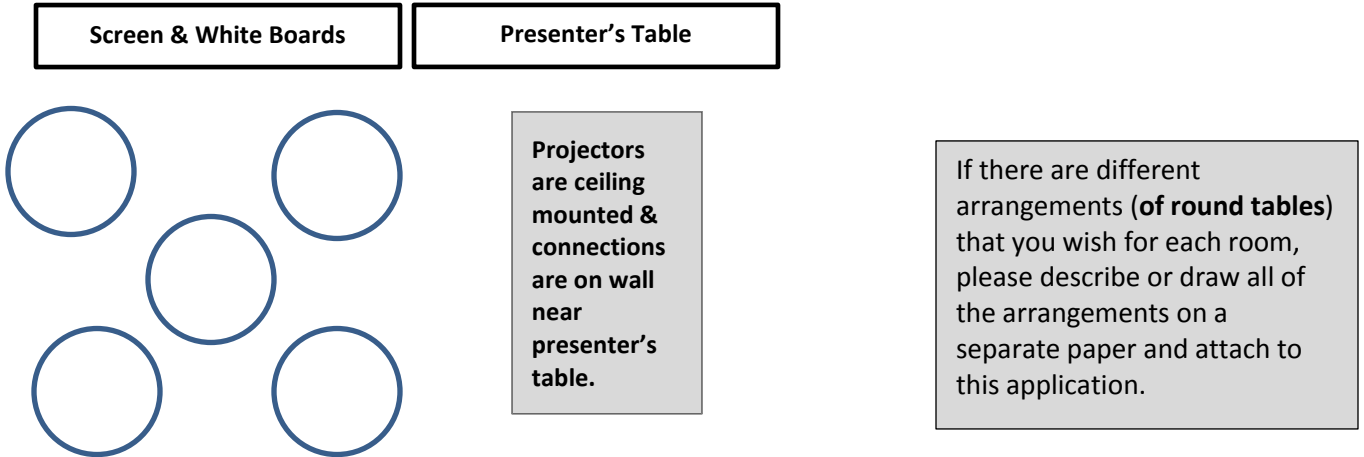
Stage _____

(MORE ON BACK – TURN OVER)

NOTE:

- You will need to supply your own laptop and power supply.
- If your laptop is a MAC, you must provide the VGA adapter (dongle).
- We do not provide DVD players. If you are bringing one, it must have an HDMI port for connection to our system.

1. Each room is typically set up with five tables with six chairs at each table (30 guests) as shown below. **We can combine rooms so you can project the same image in multiple rooms simultaneously.**



2. If you requested more than one classroom, do you want the walls opened or closed? _____
3. In which classroom room do you wish to connect your laptop? _____
4. Please describe, in detail, arrangements you have made for food service:
 - (a) Who is providing the food? _____
 - (b) Where is it being served? Foyer area _____ or Classroom—which one(s) _____
 - (c) Is access to electricity needed? Yes _____ or No _____
5. List any other special space or technology requests below.

SCHOOL RULES AND REGULATIONS

1. This building is a **NON-SMOKING** facility. Smoking is prohibited both in the building and on the grounds.
2. **ALL** alcoholic beverages are prohibited.
3. Doors will be unlocked one-half hour prior to the starting time of the event.
4. Costs are based on one-half hour before starting time and one-half hour after the event.
5. A facility fee may be charged.

*****In the event that it becomes necessary to cancel this event, the group sponsoring this event will be responsible for**

1. **Notifying the R. G. Drage Career Education Center, fran.stuck@rgdrage.org, 330-832-9856 AND**
2. **Sending a cancellation notice to the participants**

All groups using the Stark County Area School District Professional Development Center agree to indemnify and hold harmless the Stark County Area Vocational School District Board of Education and their agents and employees from all liability, claims, demands, or costs, for or arising out of the use of the above listed facilities whether it be caused by the negligence of indemnifier or the Stark County Area Vocational School District Board of Education or either parties' agents or employees, or otherwise.