



**FACILITY USE REQUEST AND
INFORMATON
PLEASE FILL OUT AND RETURN
TO: SMORRIS@ESC11.NET**

Company/Organization Name: _____
(Lessee)

Contact Person: _____

Address: _____

Email address: _____

Event/Meeting Title: _____

Date(s) Requested: _____

Subject/Purpose of Event/Meeting: _____

Expected Attendance: _____ **Non-Profit: YES** ☐ **NO** ☐

Start Time: *(including set-up if needed)* _____ **Time:** *(including break-down if needed)* _____

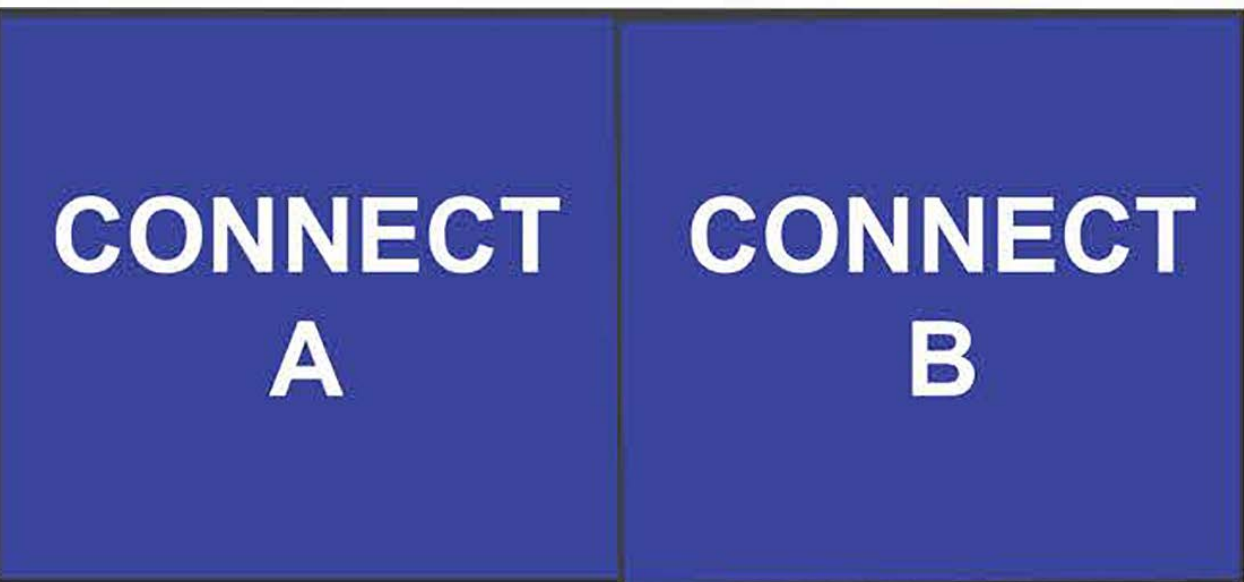
ROOM PREFERENCES: _____

Additional Needs/Requests

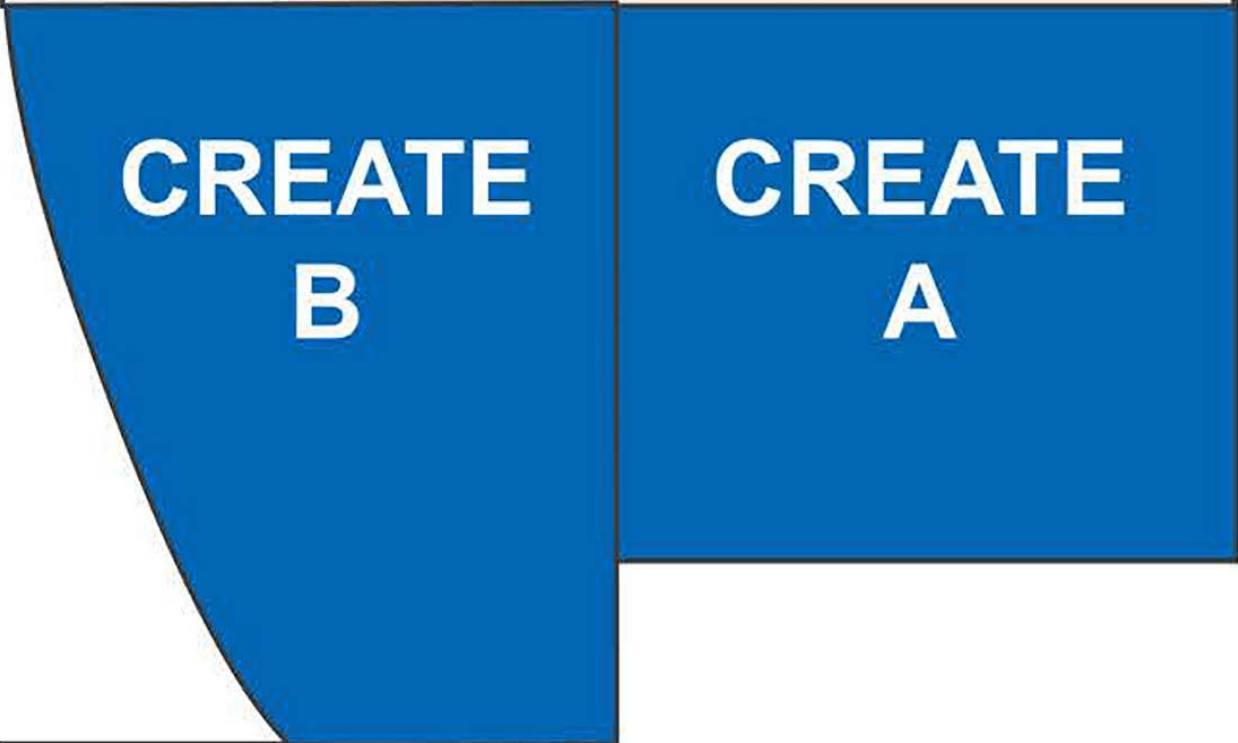
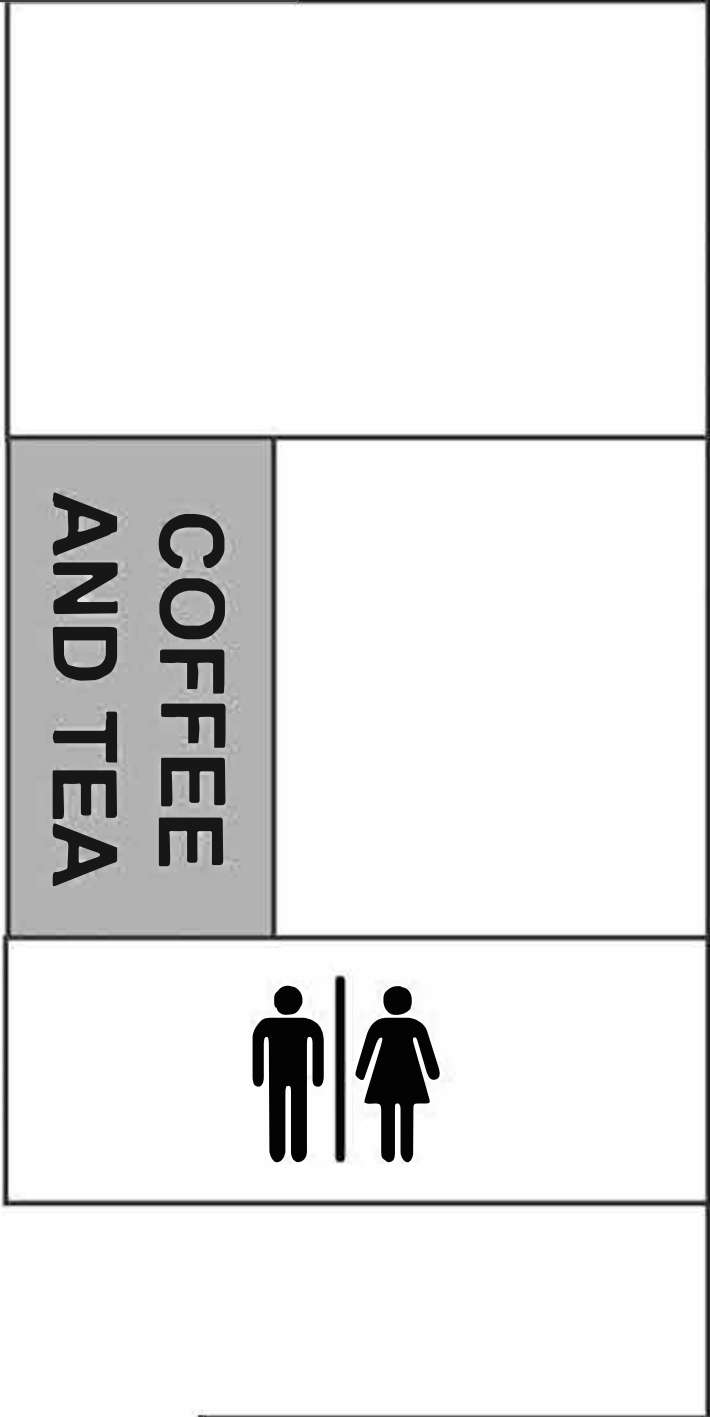
WILL THERE BE STUDENTS/CHILDREN ATTENDING?

Applicant agrees and understands that its use of the ESC facilities requested will be subject to the Policies EE (Legal) and (Local), and the ESC Facility Use Rental Contract & Policy Use Agreement.

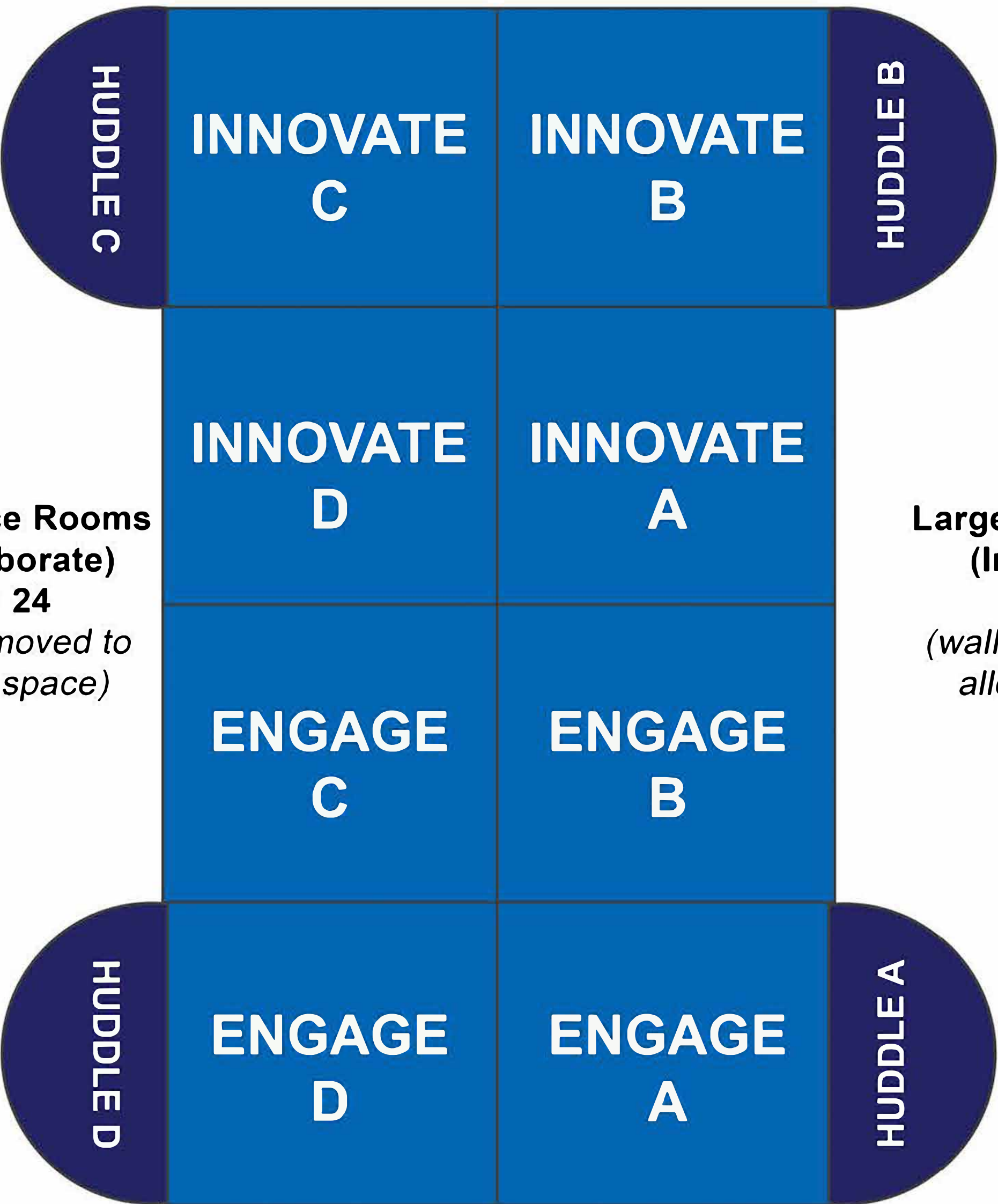
ADDITIONAL NOTES:



Connect Rooms
Capacity = 12



ENTRANCE



Large Conference Rooms
(Innovate, Engage)
Capacity = 48
(walls can be removed to allow for more space)

Small Conference Rooms
(Inspire, Collaborate)
Capacity = 24
(walls can be removed to allow for more space)

