



3094 Indian Circle  
Marianna, FL 32446-2053  
**Facility Use Request**

## PART I: REQUEST

1. Name/Organization \_\_\_\_\_
2. Address \_\_\_\_\_
3. Facility to be Used \_\_\_\_\_
4. Purpose \_\_\_\_\_
5. Date of Use \_\_\_\_\_
6. Time From \_\_\_\_\_ To \_\_\_\_\_

### \*FOR COLLEGE FUNCTIONS ONLY

Computer  
Wireless Access for Presenter

Laptop  
Wireless Access for Attendees  
(how many)

Internet

Sound  
Microphone

Printer  
Projector

SPECIFIC SET-UP INSTRUCTIONS (changes may not be made later):

Each person or group using the above facility understands and agrees to the following conditions:

- a. The college assumes no liability for any personal injuries or loss of property resulting from use of the facility.
- b. Any individual or group agrees to comply with all college rules and regulations.
- c. Any individual or group is responsible for any loss by theft or damage to college property.

8. Custodial services required ☐ Yes ☐ No

9. Contract attached (Not required of campus group covered by Chipola insurance) ☐ Yes ☐ Not Applicable

10. Signature of Requestor or Sponsor \_\_\_\_\_

11. Date \_\_\_\_\_

12. Requestor may be contacted at \_\_\_\_\_ Phone \_\_\_\_\_ Hours \_\_\_\_\_

**\*Use of the facility is NOT CONFIRMED until requestor receives a return copy of this form with ALL approvals checked.**

## PART II: APPROVAL

1. Director of Facilities:	Date		Initials	
2. Building Supervisor:	Date		Initials	
3. VP of Instruction:	Date		Initials	
4. Associate VP of Student Affairs:	Date		Initials	
5. Associate VP of Human Resources:	Date		Initials	

**\*THIS EVENT SCHEDULED FOR THE DATE ON THIS FORM IS ADDED TO THE COLLEGE CALENDAR**

Chipola College is an Equal Access/Equal Opportunity Institution

Revised July 2023