
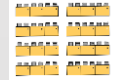

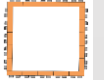
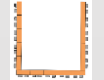




BHC
 CCC
 LHC
 NCK
 AMTC
 BSC
 DAC

Event Day & Date:		Event Name:		Organization/Department:	
Event Start & End Times:			Arrival & Departure Times: <i>(Set Up & Break Down)</i>		
Space Requested:			Attendance #:		
Requestor's Contact Name:			Phone:		Email:
Day of Event Contact Name: <i>(If Different than Above)</i>			Phone:		Email:
While Mohave College aims to provide the equipment listed free of charge, there may be a fee assessed for special requests and events outside of normal business hours.					
Requested Equipment: <i>(Campus & Building Specific)</i> <input type="checkbox"/> Computer(s) <input type="checkbox"/> Microphone <input type="checkbox"/> Podium <input type="checkbox"/> TV Monitor <input type="checkbox"/> Whiteboard <input type="checkbox"/> Internet Access <input type="checkbox"/> ZOOM Capable Space <input type="checkbox"/> Other <i>(Describe):</i>					
Requested Room Layout: <i>(Please Note: Some Rooms have Limited Setups)</i> <input type="checkbox"/> Banquet <input type="checkbox"/> Classroom <input type="checkbox"/> Theater <input type="checkbox"/> Conference <input type="checkbox"/> U-Shape      <input type="checkbox"/> Round <input type="checkbox"/> Rectangle					
Event Description:					
Date of Request:			Requestor's Signature:		

For Office Use Only

Space Assigned:	
Event Details & Special Requests: <input type="checkbox"/> Facilities Support <input type="checkbox"/> IT Support <input type="checkbox"/> Catering <input type="checkbox"/> Security <input type="checkbox"/> Misc. Support	
Board Approved Fee Schedule: <i>(See page 2)</i> <input type="checkbox"/> Category 1 (Internal) <input type="checkbox"/> Category 2 <input type="checkbox"/> Category 3 <input type="checkbox"/> Category 4	
Prepared by Signature:	Mohave College Representative Signature:

Facility Use Requests

- Facility Use Requests (FURs) are needed for all on campus events / SAC events
- Used for keeping track of events and working with facilities and IT teams
- Most importantly for your safety so the Student Life Coordinators and Dean's teams can assist you 😊
- FURs are available from your Student Life Coordinator or through the Dean's office
- Any questions, please contact Cheyenne Martinez at cdunhammartinez@mohave.edu