



# BELLINGHAM TECHNICAL COLLEGE ROOM RESERVATION REQUEST FORM

3028 Lindbergh Ave.  
Bellingham, WA 98225  
Phone: (360) 752-8588 Fax: (360) 752-7388  
www.btc.ctc.edu

Please fill out this form completely, read the policy and procedures, and sign the bottom. FAX the form to (360)-752-7388 or email events@btc.ctc.edu.

## 1 Applicant Information

Organization:		Applicant Name:				
Billing Address:		Phone:	Fax:	Cell Phone/Alternate #:		
Billing Name (if different than Applicant Name):		Billing Phone (if different):		Email:		
<input type="checkbox"/> <b>CATEGORY I</b> Official College Activity <table border="1" style="display: inline-table; margin-top: 5px;"> <tr> <td style="padding: 2px;"><b>ORG#</b> (required)</td> <td style="width: 50px; height: 20px;"></td> </tr> </table>		<b>ORG#</b> (required)		<input type="checkbox"/> <b>CATEGORY II</b> Civic, Government, Service Group or Non-Profit Agency		<input type="checkbox"/> <b>CATEGORY III</b> Commercial, Business or For-Profit Organization or ANY group (other than Category I) charging admission for the event or conducting fundraising activities
<b>ORG#</b> (required)						

## 2 Event Information

Name of Event(s):		Name of Presenter(s), Performer(s), etc:			
Event Description (include purpose such as: fundraising, commercial, or political activity):					
Is there an admission or registration fee for this event?: <input type="checkbox"/> Yes <input type="checkbox"/> No			If a fee is charged, state the amount and contact information for purchase:		
Event Details (complete chart below for all applicable event dates):					
	Event 1	Event 2	Event 3	Event 4	Event 5
Event Date					
Event Start Time (include AM/PM)					
Event End Time (include AM/PM)					
Room #/Space Requested (if known)					
Additional Room or Space Requested					
Room Layout (See Section 4 below)					
Estimated Attendance					
Estimated Setup time needed					
Estimated Tear down time needed					

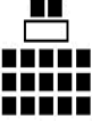
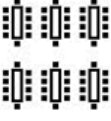

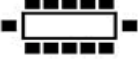



## 3 Catering Information

Will food and/or beverages be served at the event?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Will this event include BTC catering services for food and/or beverages?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you plan to serve alcohol at the event?: <input type="checkbox"/> Yes <input type="checkbox"/> No	If alcohol is planned, which dates will it be served?:

The use of any alcoholic beverage is extremely restricted on BTC's campus. The use of alcoholic beverages requires prior permission from the President and a banquet permit or special occasion license from the Washington State Liquor Control Board. Per BTC Policy 363.0, permission to serve alcohol should be requested at least 3 weeks prior to the date of the event. BTC Catering Service is generally available from mid-September through mid-June each year, with the exception of holidays and school breaks. For questions regarding menu, pricing, and catering availability, please contact the Hospitality Services Associate at (360) 752-8347 or catering@btc.ctc.edu.

## 4 Special Request Options

Room layout preference (Check one box. If Custom selected, attach graphic of layout):

<b>Lecture</b>  <input type="checkbox"/>	<b>Banquet</b>  <input type="checkbox"/>	<b>Workshop</b>  <input type="checkbox"/>	<b>Conference</b>  <input type="checkbox"/>	<b>Seminar</b>  <input type="checkbox"/>	<b>Reception</b>  <input type="checkbox"/>	<b>Custom</b>  <input type="checkbox"/>
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Additional equipment needed (such as chairs, tables, electrical, other special equipment):

Presentation needs (e.g. microphone, projector, computer or media support):

Custodial services needed:

Other facilities services (such as parking, signage):

Additional requirements or special instructions:

*Facilities:* The Facilities Department shall review all event room requests that include food and/or beverage service, or more than 25 people attending, within 3 working days of submission, to determine the level of facility services needed. *Computer & Media Services:* Computer and Media Equipment reservations require 48 hours advance notice prior to check-out. A request for computer services and/or media staff must be placed a minimum of 10 business days prior to the event. All requests in this category will be evaluated on a resources-available basis. Last-minute requests may not be honored.

## 5 Signature

X

Date: