

FOR INTERNAL USE ONLY:	
<input type="checkbox"/> <i>Approved</i>	<input type="checkbox"/> <i>Reserved</i>
<input type="checkbox"/> <i>Pending</i>	<input type="checkbox"/> <i>FACS</i>
<input type="checkbox"/> <i>Denied</i>	<input type="checkbox"/> <i>ITS</i>
<input type="checkbox"/> <i>FUA Rcvd</i>	<input type="checkbox"/> <i>COI Rcvd</i>

## RESERVATION REQUEST FORM FOR USE OF COLLEGE FACILITIES

### FACILITY USER INFORMATION

Facility user category (select one):

- NSC or NSHE department/unit*     *NSC recognized student organization*  
 *Governmental agency*                 *Non-profit organization (registered 501c3 entity)*     *Commercial or private entity*

Group name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact phone #: \_\_\_\_\_ Contact email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

### EVENT INFORMATION

Event name: \_\_\_\_\_ Expected attendance: \_\_\_\_\_

Event date(s):	Event time(s):	Access time(s):	Notes:
_____	_____	_____	_____
_____	_____	_____	_____

Event type (select one that best describes the event):

- Meeting*                 *Speaker/Presentation*                 *Reception*                 *Arts & Culture Program*                 *Fundraiser*  
 *Workshop*                 *Conference*                 *Other:* \_\_\_\_\_

Type(s) of Attendees (select all that apply):

- NSC faculty & staff*     *NSC students*     *General public*     *Dignitaries*     *Other:* \_\_\_\_\_

Will there be an admission fee?     Yes     No    Will media be invited/possibly present?     Yes     No

Will there be food & beverage?     Yes     No    Will there be entertainment?                 Yes     No

Will alcohol be served?                 Yes     No    *If yes, describe entertainment:* \_\_\_\_\_

### VENUE INFORMATION

Room(s) and/or space(s) requested: \_\_\_\_\_

Audio-visual set-up (describe AV equipment needs, if any): \_\_\_\_\_

Venue set-up\* (describe layout, tables, chairs, podium, etc.):

\*Attach an additional page(s) if more space is required to provide necessary event information and/or layout sketch.  
Please note: reservations are tentative until facility user receives confirmation notice.

**Submit completed form to the Nevada State College Office of Marketing & Events:**

EMAIL [events@nsc.edu](mailto:events@nsc.edu) | OFFICE 702.992.2360 | FAX 702.992.2351