GEORGIA PERIMETER COLLEGE
EXTERNAL FACILITY USE REQUEST FORM

Campus Location Requested: Clarkston ☐ Decatur ☐ Dunwoody ☐ Newton ☐ Alpharetta ☐

Preferred Room(s) _____

Contact Information: Name _____Phone_____

Organization: _____ Email: _____

GPC Sponsor: None ☐ President's Office ☐ Other (Name) _____
VP - Financial/Administrative Affairs ☐ VP - Academic Affairs ☐
VP - Student Affairs ☐ VP - Institutional Advancement ☐

Event Information
Please note that all programs scheduled outside of the College's standard working hours are subject to billing charges at the non-business hour rates.

Date of Event: _____ Start Time_____ End Time_____

Purpose/Description of Event: *(if additional dates are needed, please list in description)*

Expected Headcount: _____

Will the event be advertised? ☐Yes ☐No If yes, where? _____
Will the event be open to the general public? ☐Yes ☐No

Will food be served? ☐Yes ☐No Name of Caterer_____

Tables Needed? ☐Yes ☐No Quantity_____
Chairs Needed? ☐Yes ☐No Quantity_____
Podium(s) Needed? ☐Yes ☐No Quantity_____
Trash Cans Needed? ☐Yes ☐No Quantity_____
Stage Unit Needed? ☐Yes ☐No Quantity_____

If Fine Arts event for Clarkston, contact Fine Arts Facility Manager for set-up. 678-891-3562

Signs/Banners to Display? ☐Yes ☐No Quantity_____

Public Safety Officers: GPC Public Safety will determine if additional officers are required.

Parking: Estimated number of spaces needed _____ *(For planning purposes only - not a reservation)*

Will goods or services be offered for sale? ☐Yes ☐No
(if yes, contact GPC Auxiliary Services Office at 678-891-3340)

Other Special Needs:

_____

Insurance: Group must furnish current insurance policy at time of request. Liability policy must be in the amount of $1,000,000/$3,000,000/$3,000,000.

Technology Needs: Please describe your technology needs. (A minimum 4 business day lead time is mandatory for changes.) Please indicate if you will you need internet access.

Please check those items you foresee needing:

☐ Sound Amplification	☐ CD Player	☐ Microphone w/Stand	☐ Flipchart w/Markers
☐ Transparency Projector	☐ Slide Projector	☐ TV & DVD/VCR Unit	☐ Data-video projection

GPC reserves the right to change facility assignments or cancel any previously scheduled event if such change or cancellation is made to meet the needs of the college.

Your signature below indicates that you have reviewed the GPC Facilities Use Handbook and that all information provided is accurate.

Signature_____Date_____

If form will be submitted via fax, please fax to: (770) 274-5009

FOR OFFICIAL COLLEGE USE ONLY

☐ Approved ☐ Denied

Comment _____

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Revised 6/2010