Community & Culture Room: Booking Request Form

state EMPLOYEES CREDIT UNION

Contact Information

Name of Applicant/Organization

Contact Person

Email Address

Phone Number

Address

Event Details

Event Name

Event Type (Seminar, Training, Community Meeting, etc.)

Event Date

Event Start Time

Event End Time

Estimated Number of Attendees

Internal Use: State ECU Employee Sponsor

Room Setup and Equipment

Preferred Room Setup
☐ Classroom ☐ Theatre ☐ Round-Table ☐ Other

Audio-Visual Requirements
☐ Projector ☐ Microphone ☐ Sound System ☐ Other

Other Equipment (Podium, Fridge, Freezer, 2 Coffee Pots, etc.)

Anticipated Number of State ECU Chairs Needed

Anticipated Number of 2-Person State ECU Tables Needed

Catering and Amenities

Will you be hiring catering services? ☐ Yes ☐ No

Food and Beverage Requirements (to be supplied by a 3rd party of your choice.)

Additional Amenities: (Wi-Fi, External Device Setup, etc.)

Will you be hiring security? If yes, who?

Agreement and Confirmation

I hereby agree to adhere to the Community Room's policies, terms and conditions. I understand that my booking is not confirmed until I receive a confirmation email and make any required deposits.

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Applicant Signature   Date

Thank you for considering our State ECU Community & Culture Room for your event!

Please submit this form to community@secunm.org. For further inquiries, please contact us at 800-983-7328 or community@secunm.org.