



**WESTSIDE EDUCATION & TRAINING CENTER
EVENT RESERVATION REQUEST FORM**

Today's Date: _____

Based on the information provided below, security, housekeeping and Fee arrangements will be decided. An approval process is mandatory for event requests and may take up to 3 weeks for approval.

Requestor's Name: _____

Name of Organization/Agency: _____

Authorized signatory Name: _____

Authorized signatory Title: _____

Authorized signatory Number: _____

Authorized signatory Email Address: _____

Title of Event: _____

Date of Event: _____

Time of Event Start: _____ End: _____

Number of attendees expected: _____

Description of event: _____

Are you registered as an authorized vendor with Alamo College District?

Please select one: Yes or No

If not, a vendor application must be completed and submitted within five (5) business days to process prior to the event.

(Please provide detailed information below about the necessary equipment needed and/or providing on the day of the event.)

Equipment/ Facilities

	Needing To Use:	Will you be providing:	
Y/N	Podium	Catering, food, beverages	Y/N
#	Microphones	Directional signs	Y/N
Y/N	Speaker		
Y/N	Video Projector with Projector Screen		
Y/N	OWL Technology (For Zoom Meeting)		
Y/N	Lobby area		
Y/N	Kitchenette/ Island table		

If the current classroom setting of our rooms does not meet your requirements, please inform us so that we can make the necessary arrangements for a different layout. We can schedule a meeting to discuss the desired layout. This will allow Facilities to allocate sufficient time for the work order.



If you are having trouble with the Submit Button, email the filled PDF to dst-wetc@Alamo.edu

FOR OFFICIAL USE ONLY

Event Request Form Date Received: _____

Room(s): _____

Parking lot: _____

Housekeeping: **Y/N** _____ Security: **Y/N** _____

Housekeeping Quote: _____

Event Request Form Approved Date: _____

FUA Memo approved Date: _____

FUA Sent to Vendor Date: _____

Facilities Rental Fee Exception Sent to Vendor: _____

FUA from Vendor Received Date: _____

Facilities Rental Fee Exception Received: _____

FUA, Event Request form, FUA MEMO, uploaded Date: _____

FUA Final Approval Date: _____

Facilities Rental Fee Exception Final Approval Date: _____

FUA MEMO Final Approval Date: _____