

Space Reservation Request

Date:

Profit Non Profit

Name:

Organization:

Title of Event:

Street Address:

Town, State, Zip:

Phone:

Email Address:

Date/Time Requesting:

Day:

Date(s):

Start Time:

End Time:

Space Needed:

- Auditorium Classroom < 30
 Community Room Classroom > 30
 Atrium Amphitheater
 Fireside Lounge Presidents Conf. Rm

Media Equipment Request:

Wireless Mic Handheld Mic

**Please note, each room is equipped with a computer/
projector, DVD/VHS, and CD Player*

Attending Event:

Catering Request:

YES NO

Space Set-Up/Other Need:



Quinebaug Valley Community College
742 Upper Maple Street
Danielson, CT 06239
(860) 412-7300
(860) 412-7313