

# Facility Rental Request Form

Thank you for your interest in hosting an event at Hill College. Please fill out this page and indicate in the space below, the date(s) you are requesting to rent the facility.

Requested Date(s): Alternative Date(s): Entry Time: Exit Time Number of Guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus & Room Preference (if known):

# Event Details: Please describe the details of your event and anything you might need to make your event successful. (i.e., specific room arrangement, etc.)

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**Facility set-up items-**

Chairs needed: \_\_\_\_\_\_\_\_\_\_\_ Rectangular tables needed: \_\_\_\_\_\_\_\_\_\_\_

Round tables needed: \_\_\_\_\_\_\_\_\_\_\_ Podium: Y or N

**Technology (if needed)-**

Microphone (please specify quantity): wired \_\_\_\_\_\_ wireless\_\_\_\_\_\_

PowerPoint Capabilities: College to provide laptop\_\_\_\_\_\_ Client to provide laptop\_\_\_\_\_\_

Additional Tech needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please take a few minutes and fill out the information below as accurately as possible. You will be contacted to go over your rental inquiry.

How do you prefer to be contacted? □ Phone □Email Hill College Employee: Y or N

Contact Information: Organization: Address: City: State: Zip: Telephone: Email:

Please email or mail completed form to:

Jessica Carrillo \* Hill College \* 112 Lamar Drive \* Hillsboro, Texas 76645 254-659-7616 \* hcevents@hillcollege.edu

Thank you for your interest in hosting your event at Hill College.