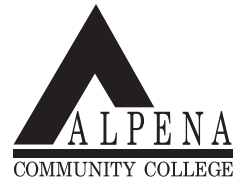


# FACILITY CONTRACT

## ALPENA COMMUNITY COLLEGE



Phone (989) 358-7360 to confirm availability. Sign, date, and FAX this completed form to (989) 358-7551.

### BUILDING AND ROOM NUMBER:

Building: \_\_\_\_\_

Room #: \_\_\_\_\_

\* Date(s): \_\_\_\_\_

### \* ACCESS TO ROOM:

Please factor in your time for set-up and take-down.

Monday In: \_\_\_\_\_ Out: \_\_\_\_\_

Tuesday In: \_\_\_\_\_ Out: \_\_\_\_\_

Wednesday In: \_\_\_\_\_ Out: \_\_\_\_\_

Thursday In: \_\_\_\_\_ Out: \_\_\_\_\_

Friday In: \_\_\_\_\_ Out: \_\_\_\_\_

Saturday In: \_\_\_\_\_ Out: \_\_\_\_\_

Sunday In: \_\_\_\_\_ Out: \_\_\_\_\_

\* Scheduled Event Start Time: \_\_\_\_\_

### \* GROUP/ACTIVITY NAME (please print):

\_\_\_\_\_

\* Purpose \_\_\_\_\_

\* Est. Group Size \_\_\_\_\_ Profit  Non-Profit

\* Contact Person \_\_\_\_\_

\* Are you an ACC employee? Yes  No

\* If yes above, is this an academic event? Yes  No

\* Is this event open to the public? Yes  No

\* Address \_\_\_\_\_

\_\_\_\_\_

\* Day Phone \_\_\_\_\_

Fax \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

ACC facility users agree to comply with all guidelines and user responsibilities. For more information call (989) 358-7360. ACC may refuse use of facilities to any organization or individual failing to comply with ACC policies and procedures.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\* Must be completed by user.

### SPECIAL SERVICES: See back side for fees.

Requests for special services must be filed 7 days before usage.

### AUDIO-VISUAL SERVICES: (989) 358-7244

Easel/Pad/Markers

Overhead

TV/VCR

Microphone Rms:  NRC 101  CTR 103  CTR 107

Computer Projection System

Slide Projector

Other (specify) \_\_\_\_\_

### SATELLITE DOWNLINK: (989) 358-7244

Name # \_\_\_\_\_

Channel # \_\_\_\_\_

Transponder # \_\_\_\_\_

Audio Frequency \_\_\_\_\_ Mhz

Video Frequency \_\_\_\_\_ Mhz

On site technician requested

Written proof of authorization from program provider and/or proof of payment of fees to view and/or tape program must be provided. Viewing rights do not always include taping rights.

### 2-WAY INTERACTIVE SYSTEM: (989) 358-7244

Contact Person \_\_\_\_\_

Video Room # \_\_\_\_\_

Video Fax # \_\_\_\_\_

Student technician will be used if available. Otherwise staff technician will be use.

ACC Initiates Call  Yes  No

If Yes: Interactive Net # \_\_\_\_\_

### MISCELLANEOUS:

Podium

Food Service — (989) 358-7216

Special Room Layout (attach sketch)

Other (specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_