

**WASHINGTON STATE COMMUNITY COLLEGE  
CENTER FOR BUSINESS & TECHNOLOGY  
BUILDING USE REQUEST**

**DIRECTIONS FOR PROFIT ORGANIZATIONS:** After completion of the top portion of this form, submit it to the Center for Business & Technology assistant for room reservation and confirmation. The Business & Technology Assistant forwards form to the appropriate program director for approval.

**DIRECTIONS FOR NON-PROFIT ORGANIZATIONS:** Non-profit organization requests should be directed to the Records Office for room reservations at no charge. If a non-profit organization wishes to reserve a room in the Center for Business & Technology, appropriate rental charges will be assessed.

Date: \_\_\_\_\_

Year: \_\_\_\_\_ Quarter: \_\_\_FA \_\_\_WI \_\_\_SP \_\_\_SU

Requesting Group: \_\_\_\_\_

Individual Responsible for Activity: \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Activity on campus: \_\_\_\_\_

Number of People Expected to Attend: \_\_\_\_\_

Will Food and/or Beverages Be Served? \_\_\_\_\_

Date(s) and Day(s) Requested: \_\_\_\_\_

Hours Requested: \_\_\_\_\_

Room(s) Requested: \_\_\_ CBT102 \_\_\_ CBT104 \_\_\_ CBT101 \_\_\_ CBT103 \_\_\_ CBT105 \_\_\_ B204

Room(s) Available: \_\_\_ CBT102 \_\_\_ CBT104 \_\_\_ CBT101 \_\_\_ CBT103 \_\_\_ CBT105 \_\_\_ B204

Other Arrangements Requested (projector/screen): \_\_\_\_\_

Facility and/or Equipment Use Fee: \_\_\_\_\_

(See attached Facilities Agreement)

Request Taken By: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director

cc: Director of Plant Operations and Maintenance  
Center for Business & Technology  
Originating Party  
Receptionist  
Records