



Signal Peak Campus Facility Request Form

Requester:

Extension:

Date:

E-Mail:

Department:

Name of Event:

Date of Event:

Time of Event:

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Time Facility Must Be Open:

Location:

Cafeteria

The Green (Outdoor Open Space)

*M102A

Pence Center (700-seat Theater)

Residence Life A2112B

*Community Room (I-211)

*M101 (Large Conference Room)

Patio Room (I-200)

Residence Life A2112A

T-116 (120-seat Theater-style Seating)

Other (please type in description of location if not listed)

**Rooms available for teleconference*

Describe Set-up:

(A separate document detailing the set up request may be submitted separately as an attachment)

of Participants:

(If 75 or more, please contact **Campus Police** at **x5445** prior to submitting form)

Food/Beverage: Yes No

(If Yes is checked, please contact **Sodexo Catering** at **x5034** / catering@centralaz.edu)

Special Equipment:

Overhead Data Projector ELMO DVD VCR

Flipchart Computer Internet Podium Microphone(s) { } How many?

CASA Banner *Teleconference (Rooms) Arizona Flag American Flag

Other

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