

Innovation at CC Space Reservation Form

1. Date (mm/dd/yyyy):	2. Time:
3. Event Title:	
4. Number of Attendants:	5. Organizer/ Organizing Department:
6. Setup (Lecture/Presentation/Meeting etc.):	
7. Is it open to public? (Yes/No):	8. Set up and Clean up contact person:
9. Intended Audience: (CC students, Non-CC students, Faculty, General Public etc.):	
10. Is Alcohol served? (Yes/No):	11. Is food delivered? (Yes/No):
12. Event description and explain how it aligns with the goals and philosophy of Innovation at CC:	
13. Do you require funding from Innovation at CC? (Yes/No):	
14. If your answer to #13 is Yes, could you please present a breakdown of the budget that is requested?:	