



## Cunningham Center Columbus State University

**Application for Space Reservation**  
(Application must be complete for request to be processed.)

**Contact Information**

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**Event Information**

Event Title: \_\_\_\_\_ Date: \_\_\_\_\_

Setup arrival time: \_\_\_\_\_  
 Event Time: \_\_\_\_\_ Begins: \_\_\_\_\_ Ends: \_\_\_\_\_  
 Estimated Departure Time: \_\_\_\_\_  
 Estimated Attendance: \_\_\_\_\_

**Space(s) Requested**

<input type="checkbox"/> Computer Lab	<input type="checkbox"/> Seminar 209/210	<input type="checkbox"/> Seminar 310/311
<input type="checkbox"/> Executive Boardroom 211	<input type="checkbox"/> Seminar 214	<input type="checkbox"/> Seminar 312/313
<input type="checkbox"/> Blanchard A	<input type="checkbox"/> Seminar 215/216	<input type="checkbox"/> Seminar 315
<input type="checkbox"/> Blanchard B	<input type="checkbox"/> Lobby area- 1 <sup>st</sup> floor	<input type="checkbox"/> Center
<input type="checkbox"/> Blanchard C	<input type="checkbox"/> Lobby area- 2 <sup>nd</sup> floor	<input type="checkbox"/> Courtyard _____
		<input type="checkbox"/> Blanchard Patio _____

**Caterer Contracted:** \_\_\_\_\_  
 Others contracted: \_\_\_\_\_

**For office use only:**  
**Deposit received:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Rates quoted:** \_\_\_\_\_  
*(this is only an estimate, final amount due may not be determined until event is complete if additional fees apply)*

**Notes concerning events:** \_\_\_\_\_

**Setup/ Contract/ Rental Information**

Consultation is required with Facility Event Manager. Upon signing of this document and payment of deposit, events are considered finalized. I understand that I may forfeit my deposit upon signing this agreement should I need to cancel my event. I also understand that I will be responsible for full payment/ balance at the time of the event. By signing this contract, I have agreed to abide by the rules and guidelines as stated in the conference center facility specifications.

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

Booking Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_