

Community College of Baltimore County Table Reservation Request

TO BE COMPLETED BY EXTERNAL GROUPS (Community Organizations, Non-Profits and For-Profits)

DATE: _____ (Requests must be made at least 14 business days prior to the event.)

COMMUNITY ORGANIZATION/GROUP: _____

CONTACT: _____ PHONE: _____

EMAIL: _____

MAILING ADDRESS: _____

ALTERNATE CONTACT INFORMATION

Someone who can answer questions regarding the event may need to be contacted during setup. If other than the above, please provide name and phone number.

Name: _____ Phone #(s): _____

GENERAL INFORMATION/SPACE REQUEST

Event Title and Brief Description of use of table:

RENTAL DATE(S): _____

RENTAL START TIME: _____ END TIME: _____

CAMPUS: ONLY SELECT ONE CAMPUS AND ONE LOCATION FOR EACH FORM SUBMITTED

CATONSVILLE

- Student Services Center by the bookstore
- Student Services Center by the cafeteria
- Classroom and Laboratory Building by the Junction Cafe
- Library by Einstein's

DUNDALK

- Student Services Center by the bookstore

ESSEX

- Student Services Center, Quad-level Lobby near Advising Center
- Romadka College Center by the cafeteria

SET UP:

- ONE TABLE AND TWO CHAIRS
- ONE TABLE AND ONE CHAIR

** If the table request is approved, additional information may be needed.*

Email completed form to:

Catonsville Campus Susan Gebren sgebren@ccbcmd.edu
Essex Campus Donna Leach dleach@ccbcmd.edu
Dundalk Campus Tiffany Lowery tlowery@ccbcmd.edu