



Greenville Technical College Facility Rental Request Form

FOR OFFICE USE ONLY

Date Received _____

College Approval _____

Organization and Event Information

Organization Name: _____ **Tax ID #** _____

Organization Type: _____ *Refer to Fee Schedule*

Name of Event: _____

Desired Facility: _____

Requested Dates(s): _____

Requested Time(s): *From:* _____ *To:* _____

Nature / Purpose of Event: _____

Number of Attendees: _____

Audio Visual / Equipment Needs: _____

Please contact your Campus Scheduler to arrange for specific technology needs or to schedule a technology walk-thru for requested facility. Renter is solely responsible for proper operation of all college equipment.

Will you be promoting fundraising activities through the use of college facilities? Yes No

Will you charge a fee to participants for attending event? (ex. ticket sales, merchandise, etc.) Yes No

Could the content of event be construed to be off color, lewd, or otherwise offensive to the general population of Greenville County? Yes No

Does organization carry liability insurance? Yes No

Is the group affiliated with Greenville Technical College? Yes No
If yes, please describe: _____

Is the group affiliated with any state, national, or international organization? Yes No
If yes, name affiliation: _____

Does organization exclude from membership or attendance at events under your sponsorship anyone by reason of race, creed, color, religion, or place of origin? Yes No

Billing and Contact Information

Contact: Last name: _____ First name: _____

Billing Address: Street Address: _____ Apartment/Unit # _____

City _____ State _____ ZIP Code _____

Primary Phone: (_____) _____ **Alternate Phone:** (_____) _____

Email Address: _____

Organization's On-Site Representative Contact Information

Contact: Last name: _____ First name: _____

Cell Phone: (_____) _____

Email Address: _____

Yes Opt In Greenville Technical College participates in an emergency messaging system. In the event of an emergency on campus, text and/or email messages are sent. We strongly encourage you to participate in this optional service. If you wish to do so, please check the box to the left. By providing your cell phone number, you consent to any text messaging charges imposed by your mobile provider.