

FCC Event & Room Reservation Request

(The hour count includes set-up and tear down time)					
	Small Less than 20 people	Medium 20 - 50 people	Large 50 – 100 people	Extra Large 100 + people	OFFICE USE ONLY
Regular FCC Attender	0-1 hour= no charge 1-4 hours= \$20, \$10/hour each additional hour	0-1 hour= no charge 1-4 hours= \$30, \$10/hour each additional hour	0-1 hour= no charge 1-4 hours= \$50, \$10/hour each additional hour	0-1 hour= \$50 1-4 hours= \$100, \$50/hour each additional hour	
Non-Regular FCC Attender	0-4 hours= \$30, \$10/hour each additional hour	0-4 hours= \$50, \$10/hour each additional hour	0-4 hours= \$70, \$10/hour each additional hour	0-4 hours= \$200, \$50/hour each additional hour	
Kitchen	\$10 per hour	\$10 per hour	\$10 per hour	\$10 per hour	
Audio/Visual Needs	\$75	\$75	\$75	\$75	
Custodial Fee	\$25	\$25	\$25	\$25	

OFFICE USE ONLY			
Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Initials	Date	Fee Total \$
Amount Paid:	Date	Collected By	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____
Calendar Entries <input type="checkbox"/> Outlook (copy of this form attached in Outlook) <input type="checkbox"/> Elexio			
NOTES			