

STONE CHILD COLLEGE

8294 Upper Box Elder Road
Box Elder, MT 59521

www.stonechild.edu

Phone: (406)395-4875
FAX: (406)395-4836

NEW ROOM REQUEST FORM

Please complete the form and email to:

ROOMSRESERVATIONS@STONECHILD.EDU

Date: _____

Submitted By: _____

Contact Phone: _____

Email: _____

Department/Organization: _____

Event Description:

Requests are on a **FIRST COME, FIRST SERVE** basis.

Day(s)/Time:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Start Time: _____ AM/PM

End Time: _____ AM/PM

Building/Room Preference(s): Kennewash Hall (conference or classroom) \$100.00 per hour
Gym (approved ONLY by SCC President) Vo-Tech \$100.00 per hour Other _____

Full Day: \$400.00 Half Day: \$200.00 Hourly: \$100.00 per hour Gym Cleaning Fee: \$500.00

Use of rooms offered for college credit require \$250.00 deposit for cleaning

Number of People: _____

No catering services are available at SCC. Departments renting/using rooms at SCC are responsible for cleaning. If you have a caterer you need to let them know they are responsible for the cleanup and removal of food. Any items left in the rooms will be disposed of by the SCC maintenance staff. SCC will not be held responsible for lost or stolen items. Use/rental of **Presidents conference room**, see **Violetta Shields**

Other Room Requirement: *(Please describe and list any and all I.T. Department needs and/or special services you may require. This may include a fee dependent upon items needed/requested. Department renting room(s) must check out a PA system from the Stone Child College Library.)*

Signature of requesting Department/Person

Printed Name of Department/Person

President Signature

Approved: _____ **Yes**
_____ **No**

Stone Child College has been reaffirmed for Accreditation by the
Northwest Commission on Colleges and Universities
Stone Child College is an Equal Opportunity Employer