Hamilton County Educational Service Center
11083 Hamilton Avenue
Cincinnati, OH 45231
Phone 513.674.4200 Fax 513.742.8339

Facility Use Request Form – External Customer

Group Information			
District/Organization Name:			
District/Organization Address:			
City, State and Zip:			
Contact Person:		Contact Phone/Cell#	
Room Request Information			
Date(s) Requested From:		Date(s) Requested To:	
Time Requested From:		Time Requested To:	
Activity Description:			
Approx. Number Attending:			

I hereby agree to the following guidelines while using the facilities:

- Proof of liability insurance is required
- In accordance with Ohio Revised Code 3709.20, smoking is prohibited within this facility
- Alcoholic beverages are prohibited
- The facility will be left in the condition it was found
- The group will be responsible for any damages that occur
- Coffee is available at a cost of $3.00 per pot. Prior arrangements must be made
- Reservations are tentative pending approval
- Payment of facility rental fee:
  - ✓ $200.00 up to 4 hours/$400.00 up to 8 hours, rental fee & on site attendant for weekends
  - ✓ $200.00 rental fee for evenings/ up to four hours
  - ✓ $150.00 rental fee during business hours

Requester's Signature	Date:

Internal Office Use Only

Room Assigned:

- ☐ Room A (max. 10)
- ☐ Auditorium (max. 30)
- ☐ Conference Center (max. 80) see details below
- ☐ Coffee Requested

Approval Status:

- ☐ Approved
- ☐ Denied

Reason Denied:

Office Signature	Date:

Conference Room Setup Instructions: Room Arrangement #:

Form will be submitted to Greg Ferris. **Submit Form**

For additional information, please contact Greg at 513.674.4279, **greg.ferris@hcesc.org.**

Conference Center Set-up Request Form

Event Organizer Name: _____

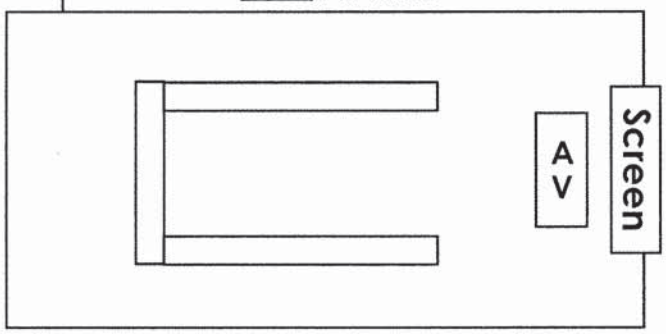
Event Title: _____

Date of Event: _____ Beginning Time: _____ Ending Time: _____

Room Arrangement #1 - U-Shaped North

_____# of People

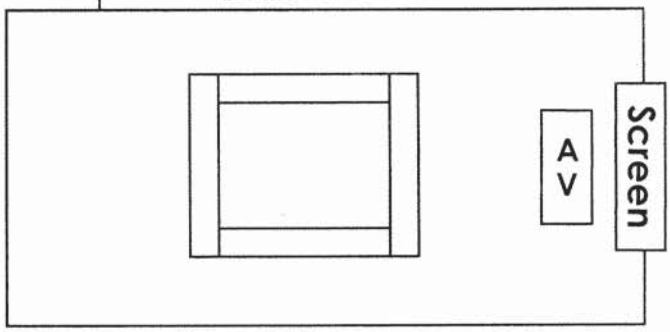
_____# of Tables



Room Arrangement #2 - Square

_____# of People

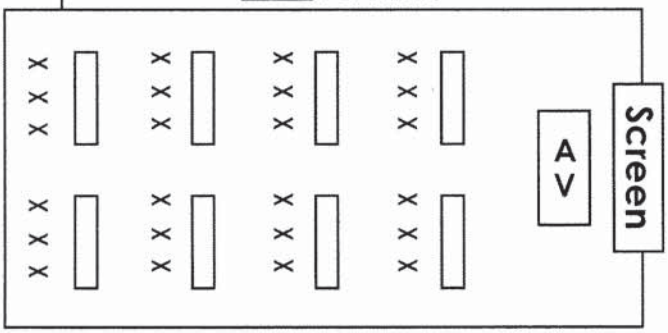
_____# of Tables



Room Arrangement #3 - Classroom North

_____# of People

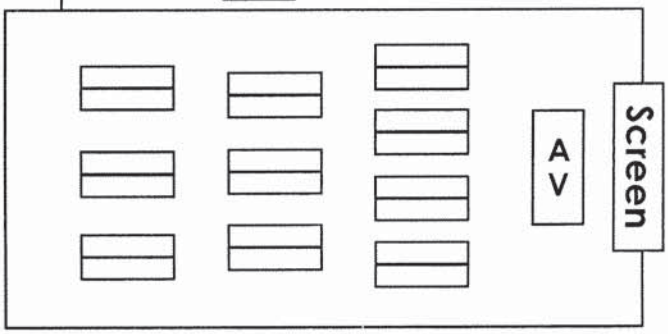
_____# of Tables



Room Arrangement #4 - Large Group

_____# of People

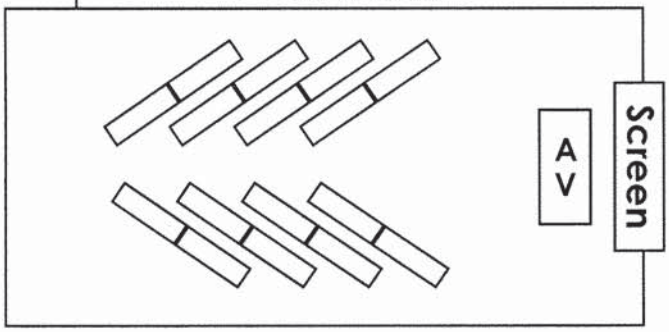
_____# of Tables



Room Arrangement #5 - Chevron Max

_____# of People

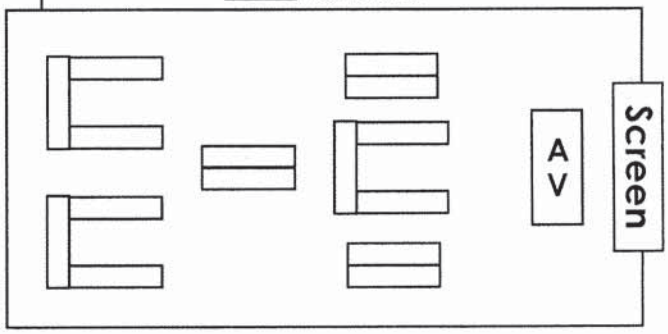
_____# of Tables



Room Arrangement #6 - Small U

_____# of People

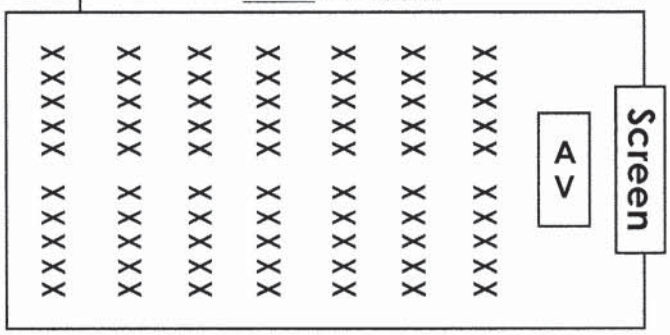
_____# of Tables



Room Arrangement #7 - Theatre North

_____# of People

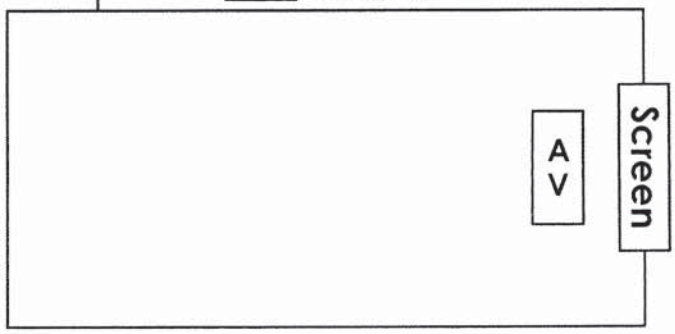
_____# of Tables



Room Arrangement #8 - Special

_____# of People

_____# of Tables



Special Instructions: _____

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DELIVER COMPLETED FORM TO Greg Ferris MAILBOX