



Application for Use of Facilities and Services

Office of Conference Services - Menlo College

1000 El Camino Real Atherton, CA 94027

Phone: (650) 543-3727 Fax: (650) 543-4102

E-mail: conferenceservices@menlo.edu

Customer Information:

On Campus Dept. Off Campus Org. Off Campus Individual

Contact Name _____ Name of Dept./Org. _____

Tel.# () - Fax# () - E-mail _____

Address _____

City _____ State _____ Zip _____

Event Information:

Event Date(s) _____ Alternate date(s) _____ Event Time(s) _____

Single-Day: Conference Camp Other event

Multiple-Day: Conference Camp Other event

Do you require residential space? Yes No Bed linens? Yes No N/A

Do you require regular meal service? Yes No

Do you require special/catered meal service? Yes No

If yes, please explain briefly _____

Do you plan on serving alcohol? Cash Hosted No alcohol

Estimated # of attendees: Residential _____ Non-residential _____ Estimated # of cars: _____

Please briefly describe your program and its objectives:

Required Facilities and Equipment:

	<u>Dates</u>	<u>Times</u>	<u>Qty.</u>	<u>Capacity</u>	<u>Purpose/Notes</u>
Classrooms	_____	_____	_____	_____	_____
Computer Lab	_____	_____	_____	_____	_____
Athletic Fields	_____	_____	_____	_____	_____
Other Athletic Facility	_____	_____	_____	_____	_____
Reception Area	_____	_____	_____	_____	_____
Conference Room	_____	_____	_____	_____	_____
Auditorium/Theater	_____	_____	_____	_____	_____
Quad Area	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please list any equipment (with quantities) you require. Be as specific as possible:

For Conference Services Use Only:

Date received _____ Date Confirmed Denied _____

Set Up Form? Yes No N/A Contract? Yes No N/A