



920 Barlow Road . Fort Morgan, CO . 80701

PHYSICAL PLANT ROOM SET-UP WORK ORDER

Today's Date: _____ Room/Hall Requested: _____

Person requesting: _____

Phone Number: _____ Email: _____

Date and Time requested: _____

Organization/Event Name: _____

Number of Guests expected: _____

EQUIPMENT NEEDED

Podium _____ Projector/Screen _____ Laptop _____

Microphone: Wireless Hand-held _____ or Wireless Lapel _____

WebEx equipment _____ Conference Phone set-up _____

Public wireless internet is available throughout campus.

Kitchen (Founders room only, included in rental fee)

Thermal Water Cooler _____ Coffee Pots, large 100 cup _____
Container only. You provide ice and cups. Coffee Pot only. You provide coffee, cups, sugar, creamer, etc.

LUNA 6-cup per carafe system _____ How many? _____

If requesting LUNA system, you must purchase coffee packets for \$3.25 each from our College Store, and provide your own cups, sugar, creamer and flavorings.

Other: _____

ROOM ARRANGEMENT; Founders Room - Please choose from diagram on the back of this form. If another arrangement is needed, include diagram on an additional sheet of paper. Classroom rentals are set up as shown in figure 1.

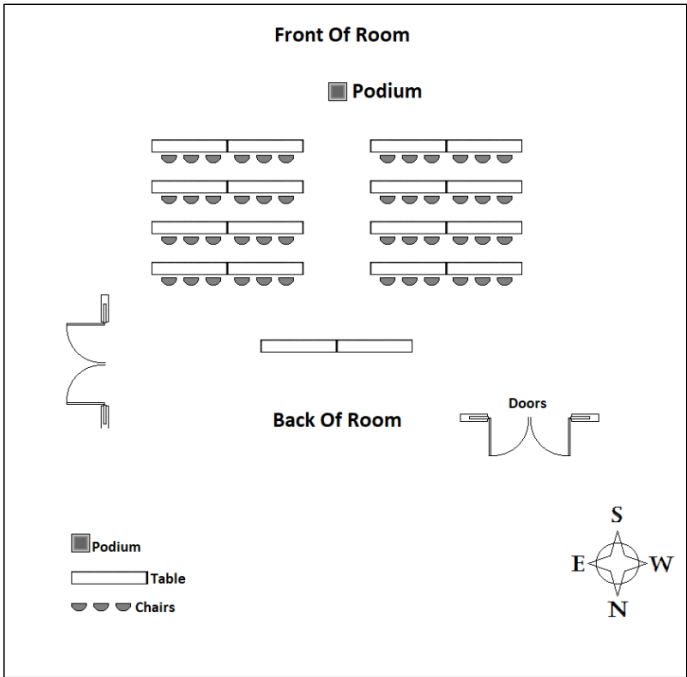
For MCC Use only:

Supervisor Approval: _____ Date: _____

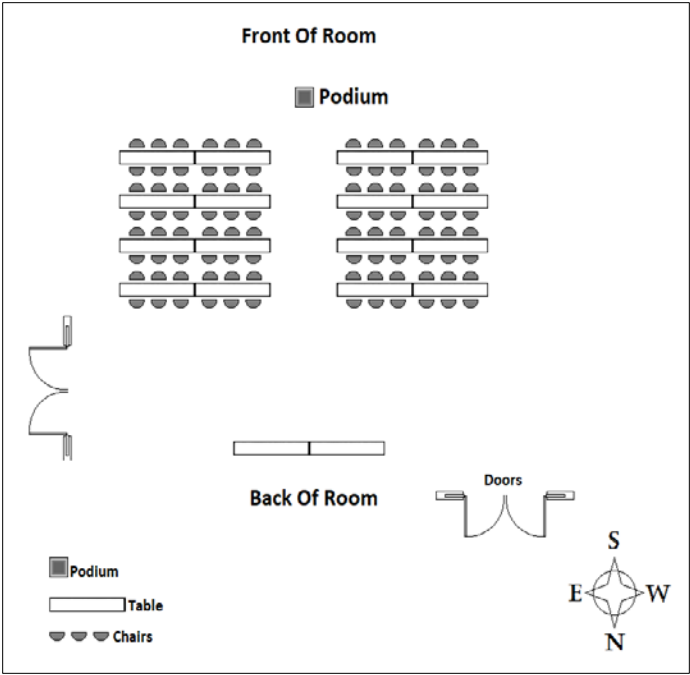
Work Completed by: _____ Date: _____

Return form to Administrative Services when completed.

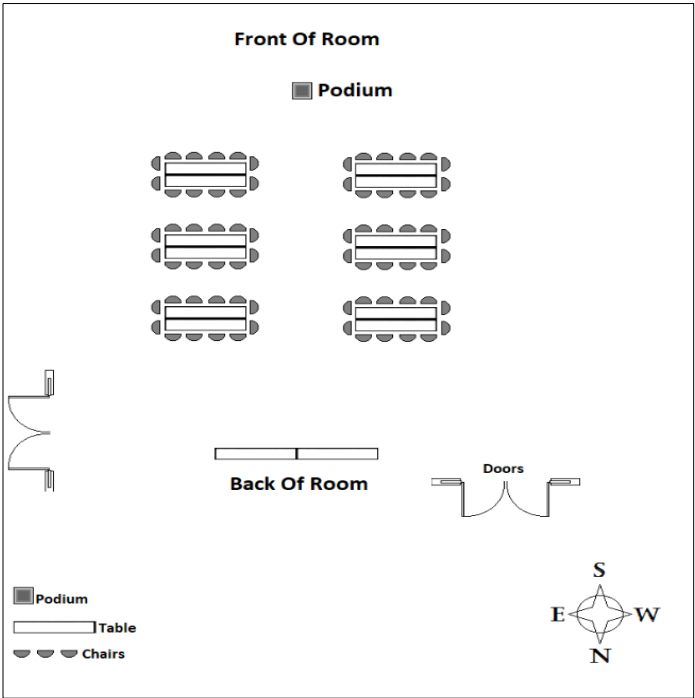
1. Typical Classroom – Single Side



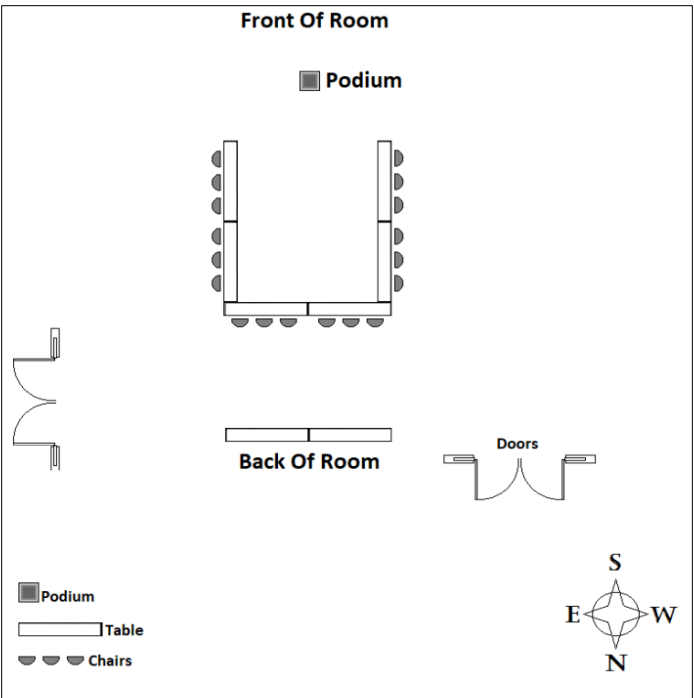
2. Classroom – Double Side



3. Double Tables – seats 10-12 per table



4. U Shape – Chairs can be on outside/inside



Please note how many tables and chairs needed for your event (Founders Only). If no special set-up is required, the room will be set to Figure 1, typical classroom setting, which is the standard room arrangement.