



Facilities External Event Rental Application

To Be Completed by Applicant

This form must be returned **within 5 days** in order for your Room reservation to be reviewed/approved per space availability
Your event **IS NOT RESERVED** at this time

Leesburg Campus

9501 US Highway 441
Leesburg, FL 34788
(352) 787-3747

South Lake Campus

1250 N. Hancock Road
Clermont, FL 34711
(352) 243-5722

Sumter Campus

1405 County Road 526A
Sumterville, FL 33585
(352) 568-0001

APPLICANT INFORMATION

Organization: _____ Date of Application: _____
Is this organization non-profit? Yes No If yes, please provide proof of non-profit certification. ID: _____
Representative: _____ Telephone No.: _____
Fax No.: _____ Cell No.: _____ E-mail: _____
Mailing Address: _____ City: _____ State: _____ Zip Code: _____

EVENT INFORMATION

Purpose of Meeting:

Description of Activity:

No. of Attendees: _____ Admission Charged? Yes No If yes, cost \$ _____ Food Served? Yes No

DAY OF WEEK	DATE(s)	TIMES SET-UP / TEAR-DOWN	START TIME	END TIME
		/		
		/		
		/		
		/		

To Be Completed by College

Building Name _____ Room No. _____

Please return this form to: