

Complete and send signed/dated form via email (innovationoutpost@actx.edu), or drop it by our offices.

ORGANIZATION INFORMATION

Organization Name: _____ Contact Person/Phone/Email: _____
 Street Address/City, ST, Zip: _____
 Invoice name, contact (if different from contact person): _____

EVENT INFORMATION

Event Name: _____ Instructor/Presenter Name: _____
 Expected Attendance: _____ Instructor Contact (Phone/Email): _____
 Instructor will: ☐ use AC equipment; ☐ bring own laptop/computer/device. **If using Apple product, please bring VGA/ HDMI adapter.**
 Date: _____ Beginning Time: _____ End Time: _____
 Date: _____ Beginning Time: _____ End Time: _____

ROOM SELECTION (CAPACITY)

- | | | |
|---|---|---|
| ☐ Badgers Classroom 114 (30) | ☐ Small Conference 157A (5) | ☐ Large Conference 156 (12) |
| ☐ Badgers Classroom 114 & Forum (50) | ☐ Red Raiders Comp Lab (21) | ☐ Buffaloes Comp Lab (21) |
| ☐ Classroom 144 (30) | ☐ Cybersecurity Lab 154 (12) | ☐ Cybersecurity Lab 155 (12) |
| ☐ Large Space Room 161 (Various) | ☐ Bradley Center 165 (Special) | ☐ Food Hall / Café X (30) |
| ☐ Shell spaces – Bays (Various) | ☐ Commons/Commons Lounge | |

ADDITIONAL EQUIPMENT AND INFORMATION

- | | | | |
|---|--|--|---|
| ☐ Laptop | ☐ Floor stand mic | ☐ Stage set up (Lectern) | ☐ 161 set up (classroom) |
| ☐ Laptop (table stand) | ☐ LCD Projector (161) | ☐ Stage set up (Panel) (# chairs _____) | ☐ 161 Theater seating |
| ☐ Sound system | ☐ Screens (161) | ☐ 161 set up (Rounds) | ☐ Easel/Flip Chart (# _____) |
| ☐ Microphone (lapel) | ☐ Stage (161) | ☐ Tablecloths (Rounds) Blue Black | ☐ Other: _____ |

HOSPITALITY AND FOOD

For catered events: Caterer: _____ Set up time: _____ Clean up time: _____
☐ Café X | Attendance: _____ **Confirmed 5 days prior to event. Café X full service calculate \$7.00/person per day.**

FACILITY USAGE CHARGE (REVIEW AND INITIAL ACKNOWLEDGEMENTS)

Room Fees		Please read and initial each line. Your event is not approved until these items are acknowledged: _____ Cancellation fees will apply if an event is not cancelled at least 10 days prior to event. _____ Additional fees incurred on prep day, day of event, and cleanup day (as requested) will be added to facility usage charge I have read and received a copy of the AC IO Facility Usage Policies and confirm above event DOES NOT INCLUDE ANY PROHIBITED ACTIVITIES listed in AC's policies unless special request form included.
Setup & Add'l Equipment		
Café X		
TOTAL		

ACCEPTANCE AND SIGNATURES

The organization, in consideration to use the facilities as described above, hereby releases, waives, discharges and covenants not to sue Amarillo Junior College District (the "District"), its officers and employees, and also agrees to indemnify and save and hold harmless the District, its officers and employees from any loss, liability, damage, or cost and all claims for damages, personal or otherwise, arising while the organization is using the facility(ies), whether caused by a member of the organization or by any other persons using or enjoying said facility(ies), and without regard to whether the damage, personal or otherwise, is brought about or caused by negligence, whether on the part of the organization, or the District, or the District's employees.

Printed name of organization representative _____

Signature of organization representative _____

Date _____

Acknowledgement of use (Initial on date of event) _____

Date _____