



CONTRACT FOR USE OF MEETING ROOMS
LAWTON CAMPUS

DATE: _____

GROUP REQUESTING ROOM: _____

CONTACT PERSON: _____ PHONE: _____

BILLING ADDRESS: _____

E-MAIL ADDRESS: _____

TITLE OF PROGRAM/SEMINAR: _____

DATES ROOMS REQUESTED: _____

TIME REQUESTED: _____

MEETING ROOMS AVAILABLE: 8:00 AM TO 10:00 PM MONDAY THROUGH FRIDAY and 8:00 AM TO 3:00 PM SATURDAY
BUILDING 600 HOURS MONDAY – FRIDAY 8:00AM - 4:00PM
CLOSED ON SUNDAY AND HOLIDAYS

NUMBER OF GUESTS EXPECTED: _____

TYPE OF ROOM REQUESTED:

ROOM 301, 301 A&B Worley Seminar Center (350 banquet style/250 classroom style/500 theater style)

ROOM 301 (banquet style 180/classroom style 125/theater style 200)

ROOM 301A (banquet style 60/classroom style 60/theater style 80)

ROOM 301B (banquet style 60/classroom style 60/theater style 80)

ROOM 118 Auditorium (preset classroom style for 135)

ROOM 701 Centennial Conference Center (banquet style 100/classroom style 75/theater style 100)

ROOMS 655/656 – Glover Conference Center (preset double “U” shape for 60)

ROOM 655: (preset “U” shape for 30)

ROOM 656: (preset “U” shape for 30)

ROOM 614: (classroom style for 8)

ROOM 623B: (Boardroom style for 10)

ROOM 625: (Computer lab with 19 student stations and 1 instructor station)

TYPE OF ROOM SET-UP REQUESTED:

Tables and chairs in rows, classroom style

Tables and chairs in a "U" shape, meeting style

Chairs only, in rows, theater style

Tables with chairs on both sides, banquet style

Microphone – Check one > hand held wireless lapel mic regular mic

Audio/Visual equipment for *computer presentation & screen

**GPTC does not supply laptops or computers for event rooms*

FOOD REQUEST: YES NO

**Food request has to be turned in at least 7 days prior to your event.*

THE FOLLOWING ARE NOT TO BE USED IN ANY OF OUR MEETING ROOMS:

NO OPEN FLAMES

NO GLITTER or CONFETTI

NO POSTERS OR DECORATIONS, ETC.. ON THE WALLS (no tacks or tape, etc.)

Great Plains is an educational institution. Testing and training may take place in nearby rooms during your event.

Thank you for keeping the sound volume of your meeting at a respectful level.

I understand that Great Plains Technology Center is a public educational institution and I certify that our event is education in nature and that no fees will be charged for attendance at this function. I also certify that this event will not be used to market or sell services or products for my organization. I understand that if I need to cancel my room reservations, I will do so at least 48 hours prior to the scheduled date. It is Oklahoma Law that tobacco use & alcohol consumption is not permitted on school grounds.

By checking this box I acknowledge the above statement

SIGNED _____

TITLE _____

If you will not be in attendance at this event please provide the name of the person that will be our point of contact during the event: _____

RETURN TO: Leigh Ann Womack
Great Plains Technology Center
4500 W. Lee Blvd
Lawton, OK 73505

580-250-5550
Fax: 580-250-5566
Email: lwomack@greatplains.edu

*Thank you for requesting the use of a meeting room at Great Plains.
We are proud of our technology center and look forward to making your visit as beneficial as possible.*

****FOR OFFICE USE ONLY****

APPROVED _____ DENIED _____ DATE _____