



# OLYMPIC COLLEGE

Bremer Student Center ~ 1600 Chester Ave., ~ Bremerton, WA 98337

Tel: 360.475.7450

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## **BREMER STUDENT CENTER SPACE RESERVATION REQUEST** **(for OC departments and programs only)**

**Must be submitted at least ONE WEEK prior to the event. No events are guaranteed unless approved and signed by the Bremer Student Center staff.**

Days/Dates of Event: \_\_\_\_\_

Event Title: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Space/Room: \_\_\_\_\_

Requesting Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Guests Expected: \_\_\_\_\_ Food Service: \_\_\_\_\_ Music: \_\_\_\_\_

Setup/Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Specific setup instructions need to be confirmed ONE WEEK prior to the event – NO EXCEPTIONS – include diagrams if necessary. Any microphone requests also need to be included.)

\_\_\_\_\_  
Authorization: (Bremer Student Center)

**\*\* Note:** Your event is not approved until you receive signed authorization from the Bremer Student Center staff.

Date Request Received: \_\_\_\_\_