

STONE CHILD COLLEGE

8294 Upper Box Elder Road
Box Elder, MT 59521

www.stonechild.edu

Phone: (406)395-4875
FAX: (406)395-4836

NEW ROOM REQUEST FORM

Please complete PDF document and email to ROOMRESERVATIONS@STONECHILD.EDU with subject line being *YOUR* department/name and dates requested.

Date: _____

Submitted By: _____

Contact Phone: _____

Email: _____

Department/Organization: _____

Event Description:

Requests are on a *FIRST COME, FIRST SERVE* basis.

Day(s)/Time:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Start Time: _____ AM/PM

End Time: _____ AM/PM

Dates Requested: _____

Expected Number of People: _____

Building/Room Preference(s): Kennewash Hall (conference or classroom) Sitting Old Woman
Gym (approved ONLY by SCC President) Vo-Tech Other _____

Full Day: \$400.00

Half Day: \$200.00

Hourly: \$50.00 per hour

Vo-Tech/Gym Cleaning Fee: \$500.00

Cleaning Deposit: \$250.00

Please note: There are no catering services provided by Stone Child College (SCC). If you cater event, the individual(s) renting room are responsible for cleanup and removal of food. Departments renting any rooms at SCC are responsible for cleaning. Any items left in the rooms will be disposed of by SCC maintenance staff. SCC is not responsible for lost or stolen items. Rental or use of **Presidents conference room will be reviewed by Wanda St. Marks.**

Other Room Requirements: *(Please describe and list any and all special needs/services you may require. This may include a fee dependent upon items needed/requested.)*

Signature of requesting Individual/Department

Printed Name of Individual/Department

President Signature

Approved: _____ **Yes**
_____ **No**

Stone Child College has been reaffirmed for Accreditation by the
Northwest Commission on Colleges and Universities
Stone Child College is an Equal Opportunity Employer