Agnes Scott College
Office of Special Events and Conferences
Inquiry Form for Meeting Space Reservations

Please send this completed form to the Agnes Scott College Office of Special Events & Conferences, 141 E. College Ave., Decatur, GA 30030 or specialevents@agnesscott.edu.

Date of Inquiry: ____________________________________________

Contact Name: ____________________________________________

Name of Organization: _______________________________________

Type of Organization: ________________________________________

Phone Number: ____________________________________________

Alternative Phone Number/E-mail Address: ______________________

Event Date(s): _____________________________________________

Type/Purpose of Event (will it be open to the public?): ________________

____________________________________________________________

Number of Guests Expected: _________________________________

Special Needs (Audio/Visual/Catering Needs):

____________________________________________________________

____________________________________________________________

____________________________________________________________

Will the event be:

[ ] Selling tickets?

[ ] Having concession sales?

[ ] A fundraiser?

[ ] Political activities?

As a private institution, Agnes Scott College reserves the right to refuse any rental inquiry that violates the guidelines set forth by the college, including the reasons mentioned in the above paragraph. Facilities at the college cannot be scheduled on official college holidays or when the building is scheduled for college functions. Agnes Scott College reserves the right to determine the times and uses of its facilities.

TO BE COMPLETED BY SPECIAL EVENTS AND CONFERENCES OFFICE STAFF ONLY:
Contact Date:
Notes: