



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: _____