

FACILITIES LAYOUT REQUEST

(Please return this form to the NC Conference Office at least **14 days prior** to the event)

Dates: _____

Department: _____

Contact Person: _____

Telephone: _____

BUILDING TO BE USED	MARK Y IF THIS BUILDING WILL BE USED	SET UP (Tables, projection system, sound system, etc.)
Ward Dorm		
Ward Dorm Training Room		
Beige Dorm		
CE House		
Guest House (8 Rooms)		
Cafeteria		
Cafeteria/Private Dining Room		
Cafeteria Classrooms		
Auditorium		
CE House		
Canteen		

Make arrangements to pick up keys with Nicole Oliver (910)980-1162 ext. 107
AS OF JANUARY 1, 2017 PAYMENT SHOULD BE MADE PRIOR TO EVENT
IN ORDER TO RESERVE FACILITIES