

IHANKTONWAN COMMUNITY COLLEGE

ROOM REQUEST FORM

The Ihanktonwan Community College supports educational activities, which are relevant and important for the general population of the Tribe and communities. ICC encourages the use of its facilities by community groups, to the extent that such use does not interfere with the orderly conduct of college affairs or conflict with the college's educational mission and its role as the higher education institution for the Ihanktonwan Oyate (Yankton Sioux Tribe).

The following priorities apply to the use of the college's general educational facilities:

- the regular instructional programs, including all degree-related and certification programs, courses offered for credit and approved student services;
- other College-sponsored activities, including non-credit courses and programs, workshops, conferences, meetings, and cultural events;
- events and activities other than those sponsored by the college.

Reservation forms (and policies regarding use of facilities) are available from the receptionist. Every event must be scheduled using the appropriate form below. To request a form to schedule an event at the college center, or to obtain additional information, please call the receptionist at 605-384-3997. Reservations forms must be submitted at least two weeks prior to the requested event date and approved by the Executive Director.

Name of Organization:		
Name of Contact:		
Mailing Address:	Street:	State: Zip:
Phone:	Email:	
Title of Event:		
Purpose of Event:		
Date Needed:	Number of Participants:	Duration:
Approved:		
Executive Director		Date