



Midland College Reservation Request - Community & Organizations

This request form applies to the following rooms:

- ESport Arena

*Book **six months in advance** to avoid double booking.*

*To reserve a room, complete this form and **send it via email to** esports@midland.edu*

IMPORTANT: Room Reservations are **not confirmed** until an email confirmation is received.

Contact Name:			
Email:		Phone:	
Date Request Made:			
Room/Building Requested:			
Date(s) Requested:		Day(s) of the Week	
Date Range or Recurring Dates:			
Set-up Time/Unlock Door(s):		Time to Lock Door(s):	
Time Event Starts:		Time Event Ends:	
Event Description:			
Additional Information:			
Name of Organization:			
Is your organization a non-profit?	☐ Yes	Private or Public Event:	☐ Private
	☐ No		☐ Public
COMMENTS:			
FOR OFFICIAL USE ONLY			
Date Room Reserved:		Room Set-up Scheduled:	
Date Confirmation Sent:		A/V Setup Scheduled:	
Approved by:		After Hours/Weekend:	
Invoice Number:		Placed on Outlook Calendar:	

8/6/2026