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## *St. Petersburg College (SPC), Midtown Center Room Reservations\**

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\*(To be completed for non-SPC sponsored events)

- Step 1 – Complete Facilities Rental/Reservation Request Form
  - (Must be completed 20-30 days in advance of event, excluding holidays. This is critical to allow for quality planning of your event)
- Step 2- A St. Petersburg College, Midtown Center staff member will contact you informing you of room availability. If you do not receive a call within 5 business days contact Mrs. Sherry Roberts at 727-341-7159 or Ms. Labresha Higgins at 727-341-7180
- Step 3- Provide Certification of Liability Insurance \*\* Click [here](#) to purchase insurance, if your organization does not have\*\*
- Step 4- Non – Profit organizations must provide a tax-exempt form for rate reductions [this can be sent via [fax](#), [e-mail](#), or [mail](#)].
- Step 5- Make payment at least 10 business days prior to event [Check, cash, or credit – Please contact Mrs. Roberts or Ms. Higgins]
- Step 6- Complete contract [This must be done face-to-face].