

## Hillsborough Community College (HCC)

### 2023 Tampa Bay Summer Hires Venue/AV:

A Youth Summit and Job Fair will be held at five locations comprised of four Hillsborough Community College (HCC) locations and one CSTB Career Center, as follows: (1) HCC- Plant City, 6/1 (2) HCC - Brandon, 6/5 (2) HCC - Ruskin, 6/7 (4) CSTB Tampa Center, 6/16 and (5) HCC - Ybor 6/20.

<b>Locations</b>	<b>Venue and AV</b>
HCC- Plant City	\$1,735
HCC- Brandon	\$697
HCC- Ruskin	\$1,000
HCC - YBor	\$2,174
CSTB – Tampa Center	\$0
	<b>\$5,606</b>



# Facility Use Agreement

Date: 5/18/2023

(Internal groups must submit 4 weeks prior to event)

Event Title: Tampa Bay Summer Hires Summit

Organization (Group): Tampa Bay WorkForce Alliance, Inc. dba. CareerSource Tampa Bay

Mailing Address: 4350 W.Cypress St. Suite 875 Tampa FL 33624  
Street City ST Zip

Contact Name: April Torregiante / Tammy Stahlgren Telephone: 813-860-8501 / 813-965-2277

Fax: April / Tammy

Event Day/Date: June 5, 2023 Start Time: 8:00 End Time: 5:00

Event Purpose: Summit to include workshops and end with career fair

Number Attending: 75-100 Time needed to access site: 7:00  am  pm

Site Information:  Brandon  Dale Mabry  Plant City  
 SouthShore  Ybor City  GWS/TCTC/Collaboration

Building: BADM Room Number: 116/117

Other Areas: 3 -6ft tables to be used for registration

Equipment Requests: AV and Microphones, WIFI, Projector/screens , and microphones

Set up Request: Table and Chairs ( April and Tammy will provide more details on set up)

Special Arrangements: table and chairs will be used in the afternoon for employers for career fair

Admission Charge:  Yes  No Request to serve:  Food  Beverage only  Alcohol

**Note: Liability insurance for the event naming HCC as co-insured must be provided by the group/organization.**

*On behalf of my group/organization, I agree to pay all fees and additional expenses for services associated with the use of HCC facilities and will adhere to the college's rules; procedures and regulations while using HCC facilities; and cooperate with all instructions provided by the college personnel, and agree to HCC Facility Use terms and conditions (attached). Please provide advanced notice of required services for individuals with disabilities.*

Group Representative: (print) John Flanagan Date: 5/18/2023

Group Representative Signature: \_\_\_\_\_

### TO BE COMPLETED BY HCC

ALL COLLEGE SPONSORED EVENTS REQUIRE A DEAN'S OR ADMINISTRATOR'S SIGNATURE WITH RATIONALE - ATTACHED

College sponsored - requires prior approval by Campus President with rationale and co-sponsor must be present.

Non-profit/government agency: \_\_\_\_\_

### Additional Costs:

- HVAC \$ \_\_\_\_\_
- Clean-up \$ \_\_\_\_\_
- Security \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_

Discount Fees: \$ \_\_\_\_\_

**Total Fees:** \$ \_\_\_\_\_

(Do not write below this line)

**APPROVED** HCC Representative: \_\_\_\_\_ Ext.: \_\_\_\_\_ Date: 5/18/2023

\_\_\_\_\_  
(Campus President/District Vice-President) Ext.: \_\_\_\_\_ Date: \_\_\_\_\_ created: 8/28/2012 revised 4/13/14



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Street City ST Zip

Contact Name: April Torregiante / Tammy Stahlgren Telephone: 813-860-8501 / 813-965-2277

Fax: April / Tammy

Event Day/Date: June 1, 2023 Start Time: 8:00 End Time: 5:00

Event Purpose: Summit to include workshops and end with career fair

Number Attending: 75-100 Time needed to access site: 7:00  am  pm

Site Information:  Brandon  Dale Mabry  Plant City  
 SouthShore  Ybor City  GWS/TCTC/Collaboration

Building: \_\_\_\_\_ Room Number: \_\_\_\_\_

Other Areas: 3 -6ft tables to be used for registration

Equipment Requests: AV and Microphones, WIFI, Projector/screens , and microphones

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Non-profit/government agency: \_\_\_\_\_

#### Additional Costs:

- HVAC \$ \_\_\_\_\_
- Clean-up \$ \_\_\_\_\_
- Security \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_

Discount Fees: \$ \_\_\_\_\_

**Total Fees:** \$ \_\_\_\_\_

(Do not write below this line)

**APPROVED** HCC Representative: \_\_\_\_\_ Ext.: \_\_\_\_\_ Date: 5/18/2023



# Facility Use Agreement

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Event Title: Tampa Bay Summer Hires Summit

Organization (Group): Tampa Bay WorkForce Alliance, Inc. dba. CareerSource Tampa Bay

Mailing Address: 4350 W.Cypress St. Suite 875 Tampa FL 33624

Contact Name: April Torregiante / Tammy Stahlgren Telephone: 813-860-8501 / 813-965-2277

Fax: April / Tammy

Event Day/Date: June 7, 2023 Start Time: 8:00 End Time: 5:00

Event Purpose: Summit to include workshops and end with career fair

Number Attending: 70 Time needed to access site: 7:00 am

Site Information: SouthShore Dale Mabry Ybor City Plant City GWS/TCTC/Collaboration

Building: Room Number:

Other Areas: -6ft tables to be used for registration -2 tables needed

Equipment Requests: AV and Microphones, WIFI, Projector/screens, and microphones

Set up Request: Table and Chairs (April and Tammy will provide more details on set up)

Special Arrangements: table and chairs will be used in the afternoon for employers for career fair

Admission Charge: Yes No Request to serve: Food Beverage only Alcohol

Note: Liability insurance for the event naming HCC as co-insured must be provided by the group/organization.

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Non-profit/government agency:

Additional Costs: HVAC Clean-up Security Other Total Fees:

Discount Fees: \$

(Do not write below this line)

APPROVED HCC Representative: Ext.: Date: 5/18/2023

(Campus President/District Vice-President) Ext.: Date: created: 8/28/2012 revised 4/13/14



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Contact Name: April Torregiante / Tammy Stahlgren Telephone: 813-860-8501 / 813-965-2277

Fax: April / Tammy

Event Day/Date: June 20, 2023 Start Time: 8:00 End Time: 5:00

Event Purpose: Summit to include workshops and end with career fair

Number Attending: 75-100 Time needed to access site: 7:00 am

Site Information: Brandon Dale Mabry Plant City SouthShore Ybor City GWS/TCTC/Collaboration

Building: Ybor Room Room Number: 124

Other Areas: Two rooms upstairs for breakouts

Equipment Requests: AV and Microphones, WIFI, Projector/screens, and microphones

Set up Request: Table and Chairs (April and Tammy will provide more details on set up)

Special Arrangements:

Admission Charge: Yes No Request to serve: Food Beverage only Alcohol

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Discount Fees: \$

Additional Costs: HVAC Clean-up Security Other Total Fees: \$

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