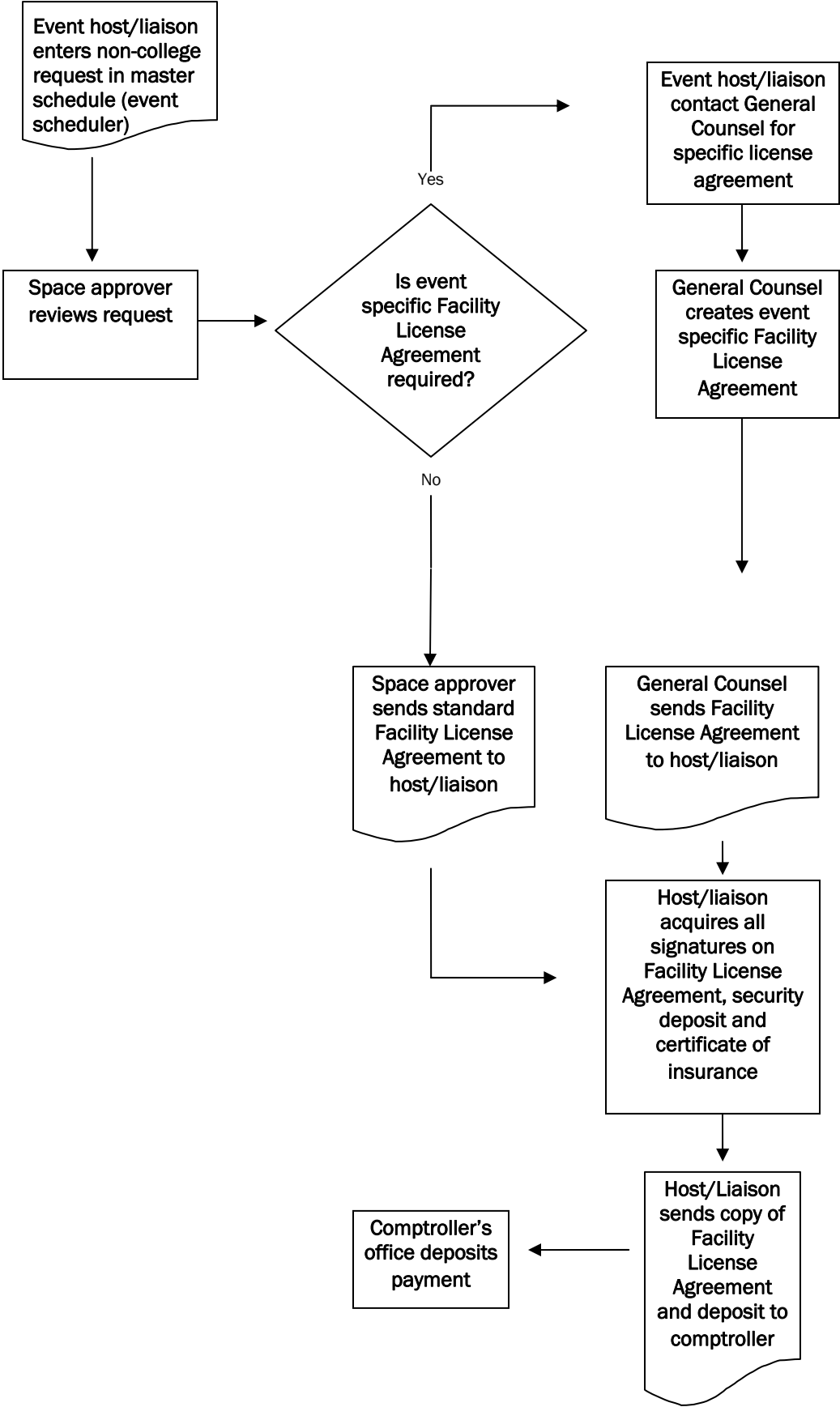


Columbia College Chicago
Non-College & Partner Event
Facility Rental Process



.....

Event occurs



Host/liaison
completes
closeout form



Campus Environment
(Facilities, Security)
completes and
finalizes closeout form



Campus
Environment
submits closeout
form to
Comptroller's office



Comptroller's office
invoices and collects
for all charges