

Facility Evaluation Form

Thank you for utilizing the Kalamazoo Valley Groves Campus facility for your recent meeting/training. We hope it was a positive experience for everyone involved!

Whether it is something we are doing well or something that you feel we could improve upon, we would appreciate receiving your feedback.

For your convenience, we have provided the following form for you to complete. Once the form is completed and saved, it can be emailed to Judy Rose, Facility and Event Coordinator at jrose@kvcc.edu. The form can also be faxed to 269.353.1299.

If you have any questions as you complete the form, contact our office at 269.353.1285.

Thank you again for choosing Kalamazoo Valley Groves Campus as your event host. We look forward to seeing you again soon!

Facility Rental Evaluation Form

Event Information

Contact Name*: _____

Company Name*: _____

Event Name: _____

Event Date: _____ Telephone*: _____

Email Address*: _____

The Room

1. How did you find the overall appearance of the room? (Cleanliness, décor, etc.)

Very Appealing 10 9 8 7 6 5 4 3 2 1 *Very Unappealing*

2. Was the temperature and air quality comfortable?

Very Comfortable 10 9 8 7 6 5 4 3 2 1 *Very Uncomfortable*

Comments:

Staff Services

3. Was the staff person who reserved your room and made the arrangements helpful and courteous?

Very Helpful/Courteous 10 9 8 7 6 5 4 3 2 1 *Not Helpful/Courteous*

4. Did we get it right?

Yes, well organized 10 9 8 7 6 5 4 3 2 1 *No, poorly organized*

5. Were the Groves Center staff helpful the day of the event?

Yes, very helpful 10 9 8 7 6 5 4 3 2 1 *No, not helpful*

Comments:

Facility Rental Evaluation Form

4. Would you choose this caterer for future events?

Very likely

Highly doubtful

10 9 8 7 6 5 4 3 2 1

Comments:

Your Overall Experience

1. Are you likely to choose Kalamazoo Valley Groves Center for a future event?

Absolutely

Highly doubtful

10 9 8 7 6 5 4 3 2 1

2. Do you feel the services, equipment, and facilities represent a good value for the money?

Worth the money

Overly expensive

10 9 8 7 6 5 4 3 2 1

Comments

Thank you for your feedback. We look forward to seeing you again!