# **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 <a href="mailto:irose@kvcc.edu">irose@kvcc.edu</a>. 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 I Contact I	I <b>nformati</b> o Name*:	on 										
Compan	y Name*:											
Event Na	ame:											
Event Date: Email Address*:			Telephone*:									
The Ro	om											
		ı find the ove	rall appeara	ance of the re	oom? (Clean	liness, décoi	r. etc.)					
Very Appealing			d the overall appearance of the room? (Cleanliness, décor, etc.)						Very Unappealing			
<b>10</b>		□ 8	□ 7	□ 6	□ 5	<b>4</b>	<b>3</b>	<b>2</b>				
2. \	Was the tem	perature an	d air quality	comfortable	?							
Very Con	mfortable							Very Uncomfortable				
<b>10</b>	□ 9	□ 8	7	□ 6	<u> </u>	<b>4</b>	<b>3</b>	□ 2	<b>1</b>			
Commer	nts:											
Staff So	ervices											
	<b>Was the staf</b> pful/Courted		o reserved y	our room an	d made the	arrangemen	ts helpful a	nd courteous	s? ful/Courteous			
10		■ 8	<b>7</b>	□ 6	<b>5</b>	<b>4</b>	<b>□</b> 3	<u> </u>				
4. I	Did we get it	t right?										
Yes, well organized		_						No, poorl	ly organized			
<b>10</b>	9	□ 8	□ 7	□ 6	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>			
5. <b>\</b>	Were the Gr	oves Center s	staff helpful	the day of th	ne event?							
Yes, very	ı helpful							٨	lo, not helpful			
<b>10</b>	□ 9	□ 8	□ 7	□ 6	□ 5	□ 4	□ 3	□ 2	<b>1</b>			
Commer	nts:											

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### Facility Rental Evaluation Form

#### **The Equipment** 1. Please check the equipment you used during your event: Overhead Amphitheatre Amphitheatre Handheld Media Cart I did not use Lapel Media Cart Computer VCR/DVD Computer VCR Projector Microphone Microphone equipment 2. Did you receive the instruction you needed for using the equipment? **10 9** 8 7 6 **5 3** $\square$ 2 **1** Did everything work as expected? **10 9** 8 **7** 6 **5** 4 **3** $\square$ 2 **1** 4. Please list any equipment you would like to see offered in the future: **Food Service** 1. Which caterer provided refreshments for this event? Rykse & Co. Armark Other No Refreshments Served 2. Please rate the taste and quality of the food served: Terrible **Delicious 9 10** 8 7 **6 5 4 3** $\square$ 2 **1** Comments: 3. Tell us your reaction to the presentation of your food: Attractively done Messy **10 7** 6 **5 4 3** $\square$ 2 **9 8 1** Comments:

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## Facility Rental Evaluation Form

4.	Would you c	hoose this c	aterer for fu	ture events?	•					
Very likely										
<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	□ 6	<u> </u>	<b>4</b>	<b>3</b>	<b>2</b>	1	
Comments:										
Your O	verall Exp	perience								
1.	Are you likel	ly to choose	Kalamazoo '	Valley Grove	es Center for	a future eve	ent?			
Absolute	ely							H	lighly doubtful	
<b>10</b>	<u> </u>	<b>8</b>	<b>7</b>	<u> </u>	<u> </u>	4	<b>3</b>	<b>2</b>	1	
2.	Do you feel t	the services,	equipment,	and facilitie	s represent	a good value	for the mon	iey?		
Worth th	he money							0	verly expensive	
<b>10</b>	□ 9	□ 8	□ 7	□ 6	<u> </u>	<b>4</b>	<b>3</b>	<b>2</b>	1	
Commer	nts									

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

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