



Student Leadership & Development

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CAC

Veterans Services Center

Event Request Form

Please allow a minimum of 5 working days to process your request.

Please complete the Student Leadership and Development Event Request Form, including, if needed, setup instructions and standard diagram selection for the Student Center - West Hall. The completed form should be sent to the Student Leadership and Development Office. Setups for the Cultural Awareness Center and Veterans Services Center will remain as is. If media support is needed, you must also complete the Media Services Event Support Request Form and send it to Media Services. Please review page 3 for diagram options available for the Student Center. This original Student Leadership and Development Event Request Form must be on file before reservations are approved and confirmed. Due to high demand for room reservations, please notify our office at least one week in advance if you make changes to, or cancel your event(s). Thank you.

Today's Date: Staff Member / Advisor's Name:

Dept/Club/Organization: Phone: Fax:

Description of Event:

Requested Event Day/Date(s): 2nd choice:

Usage Time (Set-up/Clean-up): Actual Event Duration:

Will admission be charged? Yes No Will you need security? Yes No (If yes, please ask for our Off-Duty Security Contract Form.) Approx. number of participants:

Will food be served? Yes No If yes, please fill out information on page 2, of this form.

Please indicate the staff member/advisor that will be responsible for the facility and event.

Please Note: District Policy requires that the advisor and/or assigned certificated staff be present at club events.

Print Name: Phone No.:

Signature: Date:

I understand that as the individual listed above, I must be present for the event in its entirety and will report any emergencies to Campus Police immediately, ext. 2221.

Please check to indicate requested facilities and support services

Facility: Veteran's Services Center (STC103) Cultural Awareness Center Student Center (West Hall) Maximum capacity: (20 people) (50 people) (Diagram: A=75 / B=120 / C=160)

Facilities Equipment / Miscellaneous Request: Yes No If yes, complete page 2 of this form.

Student Center Set-up: Yes No If yes, complete page 3 of this form.

Media Equipment Request. Yes No If yes, complete the Media Services Event Support Request Form (https://file.scc.losrios.edu/insidescc/MediaServices/Media Services Event Support Request.pdf) and email to Media Services.

Regular hours of operation of the Student Center are: Monday - Thursday 8:00 a.m. to 5:00 p.m. and Friday's 8:00 a.m. to 4:00 p.m.

FACILITIES MATERIALS / CUSTODIAL SUPPORT		SLD MATERIALS / SUPPORT
<input type="checkbox"/> Table(s) (3' x 6') <input type="checkbox"/> Chairs <input type="checkbox"/> 6' x 8 Stage' <input type="checkbox"/> 12' x 16' Stage <input type="checkbox"/> 12' x 24' Stage <input type="checkbox"/> Garbage Can(s)	<input type="checkbox"/> Extension Cord (4 prong) <input type="checkbox"/> Regular Extension Cord <input type="checkbox"/> CA Flag <input type="checkbox"/> USA Flag <input type="checkbox"/> Other _____ _____	Food: <input type="checkbox"/> City Café <input type="checkbox"/> (#) Tablecloths
<p>Tablecloths are available for indoor events only and are available on a first-come-first-served basis, and should be reserved as part of the facilities request. You will need to complete the Use of Tablecloth Form which requires:</p> <ol style="list-style-type: none"> 1. Budget Code (If the tablecloths are not returned or are damaged your account will be charged \$25.00 per tablecloth to replace the missing/damaged cloth). 2. Tablecloths must be laundered before they are returned. If tablecloths are not returned in the same condition they were received, your budget will be charged \$15.00 to have them professionally laundered. 		

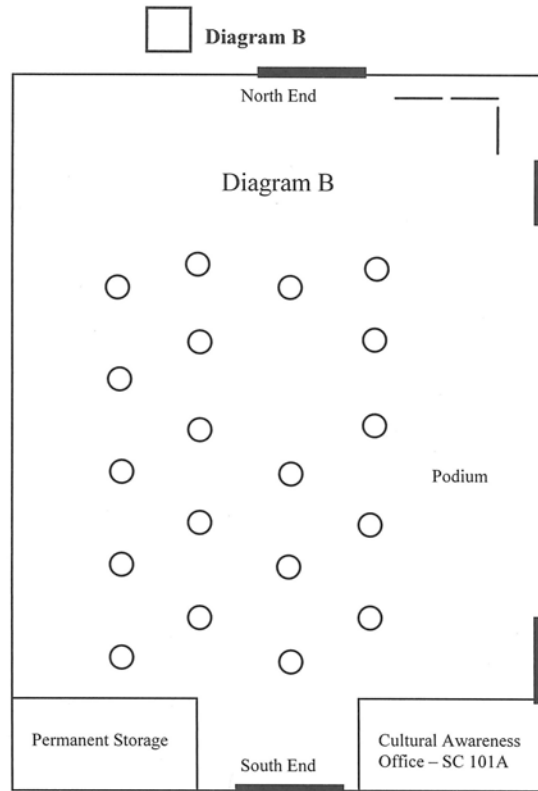
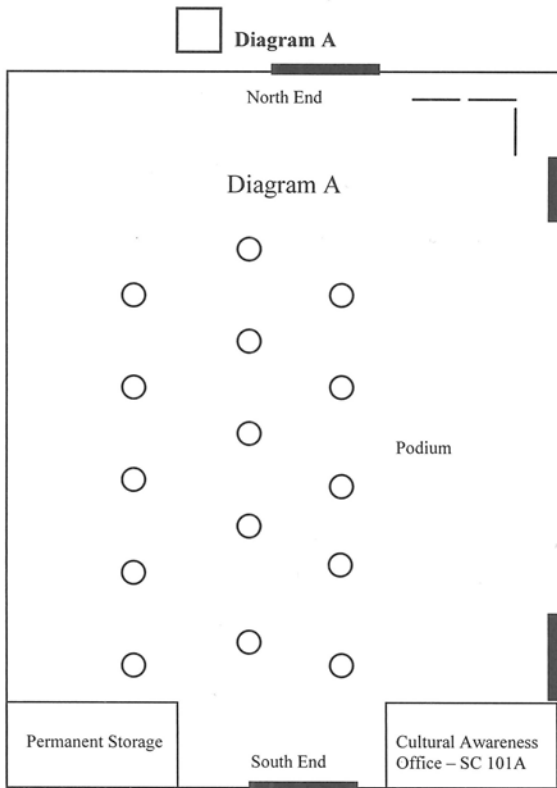
- All events sponsored by the *Cultural Awareness Center* must be open to all students.
- These facilities are subject to students who walk through the building; no doors can be locked or obstructed in any manner.

Additional Information _____

Student Leadership & Development Use ONLY		Facilities Initials:
Approved	Yes No	By: _____ Date: _____
Additional Comments _____ _____ _____		

Student Center
SC101

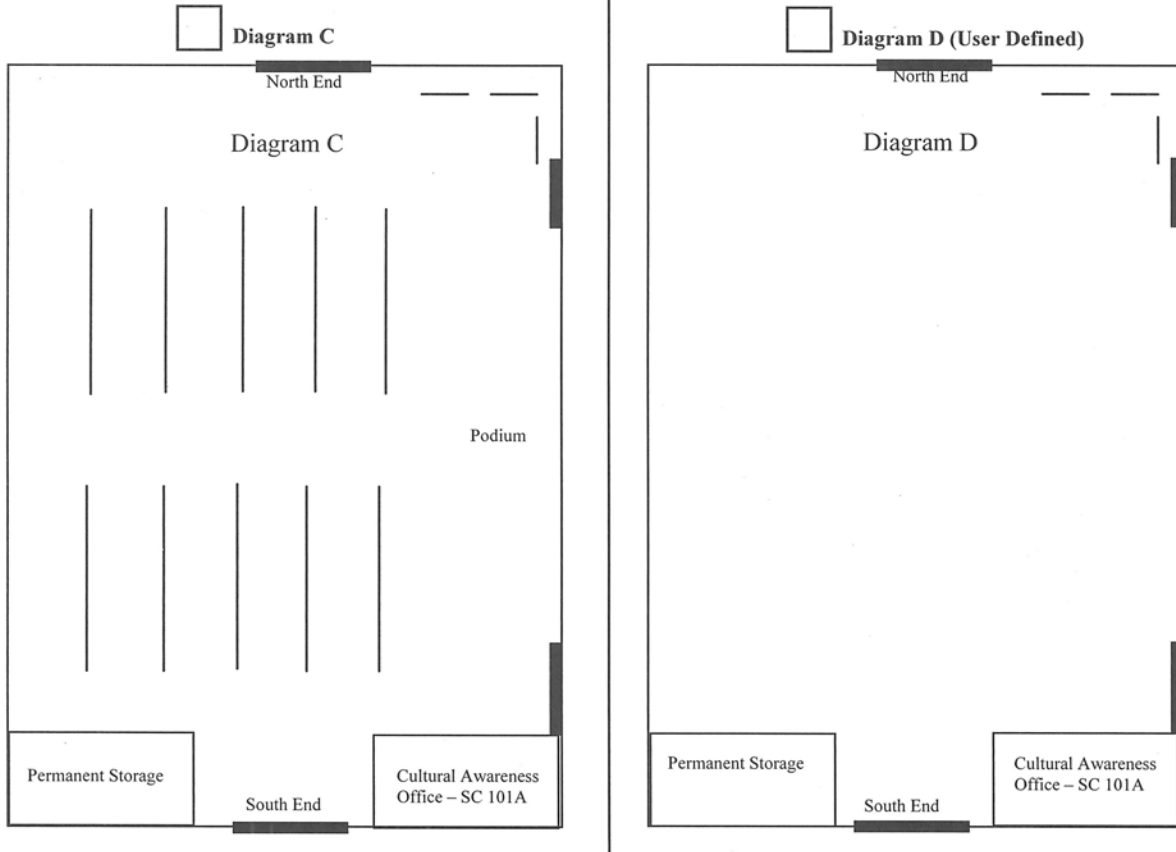
Diagrams A & B



Additional Instructions:

Student Center
SC101

Diagrams C & D



Additional Instructions:
