Sacramento City College – Club Facility Request

Club Requests to reserve a room are processed through the Student Leadership and Development office (SLD). SLD staff will assist members in facility selection, the planning process and completing the request. Completed paperwork must be returned to the SLD office for approval.

- Please allow a minimum of five (5) business days for processing standard facility requests (events that do not require set ups).

- **Events requesting set ups:** Requests requiring custodial services relative to your event must be indicated on page three (3) of the Club Facility Request Form. Requests need to allow a minimum of fifteen (15) business days notification for set ups.

- **Set up revisions** must be submitted no later than five (5) business prior to event. Previously submitted and confirmed Rain Plan options are accepted up to twenty-four (24) hours before event.

- Standard **Media Requests** require a minimum of fifteen (15) business days for processing. Requests for Custom Media set ups require a minimum of thirty (30) business days for processing.

- **Food Services:** If you are having food at your event, please contact City Café at least fifteen (15) business days prior to event date to coordinate your food service needs.

- If your event needs to be **changed or cancelled**, please notify Student Leadership and Development as soon as possible.

- Although rare, changes to confirmed reservations may occur to accommodate higher priority activities (e.g., moving an event's date/time/location to accommodate a credit class, high priority events, interviews, etc.)

- Per Los Rios Community College District Regulation 1411, 1.1.2, the Club advisor or a District/College employee must directly supervise the event or function for the duration of the activity.
Event/Activity: ____________________________________________________________

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<th>Date:</th>
<th>Day of the Week:</th>
<th>Start Time:</th>
<th>End Time:</th>
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Facility (ies) Requested:

- Classroom: __________
- Smart Room: __________
- PAC 106 (Little Theatre)
- Performing Arts Center
- North Gym
- South Gym
- Student Center
- Art Court Quad
- Quad
- Quad Stage
- Concrete Table
- Gazebo
- City Café #1
- City Café #2
- LRC 105
- RHN 258
- Other: __________

Rain Option: ____________________________________________________________

Activity Details:

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

Number of Participants: __________

Food:  [ ] *Yes  [ ] No  [ ] Provided by City Café

*City Café (Aramark) has contractual, exclusive food service rights for catering and food service in the Los Rios District. Three weeks prior notification for food service needs must be provided to City Café (Aramark). Contact City Café at (916) 558-2251 or (916) 558-2252 to coordinate food service needs.

Setup:  [ ] Yes (if checked please complete Page 3)  [ ] No

Please make sure that all requests for custodial services relative to your event are indicated on page 3 of the Facilities Use Request Form. Requestors will need to allow a minimum of fifteen (15) business days for events requiring setups.

Club Name: __________________________________________ Date Submitted to SLD: ______________

By signing below, the Club Advisor or Co-Advisor who is a District/College employee will directly supervise this event or function for the duration of the activity. (Los Rios Community College District Regulation 1411, 1.1.2)

Club Advisor Signature: ___________________________ Ext./Cell Phone: __________________ Date: ___________

Student Leadership & Development Approval: __________________________ Date: ___________

Sent to Operations: __________ Request Approved: __________ Emailed to Advisor: ___________
Custodial Requirements

Table(s) (3’ x 6’)
Chairs
Tablecloths
Canopy (ies)
6’ x 8’ Stage
12’ x 16’ Stage
12’ x 24’ Stage
Quad Stage

Garbage Can(s) Regular
Extension Cord 4 Prong
Extension Cord CA Flag
USA Flag
Other

Instructional Media
If your event requires media equipment (projectors, video cameras, etc.) you can reserve the equipment and pick up from Instructional Media in LRC 141.

Media Services
If your event requires audio or visual support you will need to complete the Media Services Support Request Form.

• Tablecloths are available for indoor events only.
• Canopies are not available during inclement weather.

Please indicate arrangements of tables/chairs and/or other custodial needs on this diagram if applicable.

Additional Information:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________