REQUEST FOR USE OF FACILITIES

Facilities Request forms and/or revisions must be submitted at least
12 business days prior to your event.

*Contact College Operations via e-mail cityservicerequests@sdccd.edu for location availability.
****ALL Student Organizations must work with Student Affairs Office AND your Club Advisor to complete the process**. Clubs must be registered with the campus.
*Use of facilities outside normal business hours (Monday-Thursday, 8:00am-5:00pm and Friday, 8:00am-3:00pm) is considered after-hours use and requires payment of the appropriate District approved Weekend Support Staff Overtime rate. Payment maybe made by budget transfer or issuance of an invoice. Payment is required prior to event.

STEPS

1. **COMPLETE THE ENTIRE FORM**
   - ☐Add all additional tables and chairs, A/V equipment and Parking needs on the form.
   - ☐If A/V equipment is needed for an outdoor event, the requestor/facilitator MUST be present at set-up time. A/V will not leave equipment unattended. Requestor is responsible for lost or damaged equipment.
   - ☐Requestor is responsible to set-up AND break down canopies. Canopies that are not broken down may result in denial of future requests. Departments wanting their own canopy at event must drop off and return themselves.
2. **SIGNATURE APPROVAL FROM APPROPRIATE MANGER**
   If club event, club advisor signature is also required
3. **Events that include the following MUST be approved by the appropriate person:**
   - ☐Food - Food Services Supervisor
     *If you are selling/giving food: form needs be signed by Company Kitchen and entire packet of food vendor paperwork MUST be signed by Joseph Phillips
   - ☐Student Events Dean of Student Affairs
   - ☐Canopies - Student Affairs Staff
4. **ATTACH (if required) A COPY OF:**
   - ☐Diagram is required for all events. If one is not provided, facilities will leave the requested items at event location for hosting department to set up.
     Major Event Form (if 25 or more attendees expected)
   - ☐All events with more than 25 expected attendees must complete the Major Event form prior to finalization of reservation which will require
     www.SDCity.edu/Events web page.
   - ☐Food Vendor Checklist
   - ☐Civic Center Contract & Proof of Insurance for outside groups renting our facilities or sponsoring student events
   - ☐Budget code/billing information for after hour and weekend Support Staff fees
5. **Submit form and ALL attachments to College Operations email for final approval**
   cityservicerequests@sdccd.edu
6. **Once approved, Business Services will forward approval to Facilities/Multimedia/Parking.**

DISCLAMERS

SAVILLE THEATRE: is an instructional facility at San Diego City College. Priority of use is given to College's instructional programs, classes, and academic activities. Outside rentals and community events are accommodated based on availability and must not interfere with the College's instructional needs or programs. The Saville Theatre is a 284-seat proscenium theatre, and the Black Box Theatre is a flexible space that seats up to 99 people. Saville Theatre is an aging facility at San Diego City College. While the theatre remains operational, some equipment, amenities, and building features are outdated and may not meet the standards of a modern, state-of-the-art venue. We appreciate your understanding as we continue to maintain the facility and support campus and community events.

AUDIO/VISUAL EQUIPMENT: The Office of Technology Management reserves the right to withhold equipment services due to inclement weather and/or public health and safety hazard, request made less than 12 days in advance, and equipment availability. Title 17 of the U.S. Code governs the use of materials protected under copyright law. The person using Office of Technology Management's equipment and/or materials is responsible for compliance with all copyright laws and is liable for any infringement.

CANOPIES: Requests for canopies are on first come, first-serve basis. Canopies are for college use only. Please use the utmost care when handling the canopy. Must be a staff employee of SDCCD or a student that belongs to a club/organization. Requests must be signed by Club Advisor, and the student must be currently registered at City College. Individual student requests will not be accepted. The requestor should ensure that equipment is returned in the same working condition sit was released.

CAMPUS POSTING POLICY: All club flyers and posters must be approved by the Student Affairs Office before posting. Flyers displaying an official San Diego City College or San Diego Community College District logo do not require an approval stamp.

San Diego City College Facilities Request Form

This form and all required attachments must be completed in FULL and submitted together at least *12 business days* before your event.

Title of Event: _____ No. of Attendees: _____

Purpose: _____

Location:	Event Date(s):	Day of the Week:	Start Time:	End Time:
		S M T W Th F S		
		S M T W Th F S		
		S M T W Th F S		
		S M T W Th F S		

Weekend Event? ☐ Yes ☐ No (Note: All weekend events require payment of minimum 4 hour Support Staff overtime charge.) _____ Initial *College Operations will send an invoice to requestor.

Set-up Time: _____ Is Admission being charged or donations solicited? ☐ Yes ☐ No

Requesting Org/Dept: _____ Contact Name: _____

Cell Phone/Extension: _____ Email: _____

_____ _____ _____ _____

Club Advisor Signature (Required for Clubs) Date Manager/Dean Signature (REQUIRED) Date

Additional Details: _____

_____

FACILITIES

☐ Civic Center Event ☐ Campus Event ☐ Proof of Insurance

# of Chairs: _____ # of Tables: _____ # of Canopies: _____

____ Diagram Attached (Attach a Diagram for ALL set-ups. Items will not be set up without diagram)

I have read the Canopy Disclaimer on page one. ____ Initials Student Affairs Staff Signature _____

Student Affairs must sign off for the canopies BEFORE submitting request to Business Services

HARRY WEST GYMNASIUM & ATHLETICS

☐Curtains ☐ Rims ☐ Bleachers ☐ Floor Coverings

Request of use approved by Athletics / College Operation

☐SAVILLE THEATRE ☐BLACK BOX

Request of use approved by Theatre Technician after determining availability and the technical needs of the production.

MULTIMEDIA

☐ Smart Classroom Access ☐ P/A System with Mic

*Requests are not guaranteed due to limited equipment.
*Requestor/coordinator needs to be present for AV Set-up
*Outside events: Requests will be canceled if ground is wet
*APPROVAL NEEDED BY AV DEPARTMENT

Specialized Requests:

FOOD SERVICES

☐ Prep Kitchen? (Corporate Ed Center) ☐ Food Vendor Checklist and Forms Attached?

Food Service Supervisor Signature: _____ Date: _____

** VP of Student Services approval is required for student FOOD events. Food Event forms are available in Student Affairs Room M-200. Must be submitted one month prior.**

COLLEGE POLICE / PARKING

☐CSO/Police Requested ☐ One-Day Staff Permits: #_____ No Permit Enforcement in Lot(s):_____

☐ Reserve # _____ spaces in Lot: _____ Reserve Date: _____

APPROVALS

Administration Services Signature: _____ Date: _____

Billing Budget / Acct#: _____ Support Staff Hours _____

MAJOR EVENTS APPROVAL FORM

Please complete this form if you expect 25 OR MORE attendees at your event. This form should be submitted with your Request for Use form. You must also post your event at http://www.sdcity.edu/Events.

Title of Event: _____ No. of Attendees: _____

Date: _____ Time(s): _____ Location(s): _____

Event Organizer: _____

Phone/Ext: _____ Email: _____

Are you expecting any honored guests? (e.g. Celebrities, Government Officials, Media Personalities, local dignitaries, etc). If so, please list below:

_____

_____

Schedule of Activities:

_____

_____

_____

Brief description of Event Purpose (attach flyer, press release, or other pertinent information):

_____

_____

_____

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Office Use Only

Submitted by: _____ Date: _____

CC to VPs: _____ Date: _____

CC to College President: _____ Date: _____