

Request for Use of Facilities and Placement on ASTRA Instructions

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

STEPS:

Contact proper secretary via e-mail for location availability. They will place a tentative "hold" in ASTRA.

All Student Organizations must visit the Student Affairs Office to complete this process.

Use of facilities outside of normal business hours; i.e., between 5 pm Friday and 10 pm Sunday requires payment of the appropriate District approved Weekend Custodial Overtime rate.

Payment may be made by budget transfer or issuance of an invoice. Payment is required prior to VPAS' event approval.

1. Complete form **completely**.
 - ✓ Add all additional tables and chairs, A/V equipment needed and Parking needs on the form.
 - ✓ Please plan/request accordingly so changes are not needed.
 - ✓ If you need A/V equipment for an outdoors 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.
 - ✓ Requestors are 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 must be obtained by appropriate Dean/Club Advisor.
3. Events that include the following **must** be approved by the appropriate person:
 - Food – Food Services Supervisor
If you are giving/selling food to students, form **MUST** be signed by Vince Margetta (Food Service Supervisor) and entire packet of food vendor paperwork **MUST** be signed by Vice President of Student Services.
 - Student Events – Dean of Student Affairs
 - Canopies – Student Affairs Staff
 - Athletic Facilities – Dean of Athletics
 - Use of the Theatre – Theatre Manager's Signature
4. Attach (if required) a copy of:
 - Diagram for large event 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 be forwarded to the President's office. These events must also be posted on the www.SDCity.edu/Events web page.
 - Food Vendor Checklist
 - Civic Center Contract & Proof of Insurance – For outside groups renting our facilities
 - Budget code/billing information for after hour and weekend custodial fees
5. Submit form and **ALL** attachments via e-mail or to Business Services Office (T160) for final approval.
6. Once approved by the VPAS, Business Services will forward approval to Facilities/Multimedia/Parking.
7. Please notify the appropriate person of cancellations immediately.

DISCLAIMERS:

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:

Student Affairs reserves the right to deny equipment service. Requests for canopies are on first come, first serve basis. Canopies are for college use only and a 24 hour rental. 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. Request 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 it was released.

Campus Posting Policy:

All flyers and posters **must** be approved by Student Affairs Office first.

Only one flyer may be posted per bulletin board.

Use only Painters Tape, staples and/or tacks.

**REQUEST FOR USE OF FACILITIES AND PLACEMENT ON ASTRA
SAN DIEGO CITY COLLEGE**

***This form and ALL additional attachments must be completed & submitted together
at least 12 business days prior to your event.***

Title of Event: _____ **No. of Attendees:** _____

Admission being charged or donations solicited? Yes No

Purpose: _____

Location:	Event Date (s):	Day of 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

(Please note: All weekend events require payment of minimum 4 hour custodial overtime charge.) _____ Initial

Business Services will send an invoice to requestor.

EVENT DETAILS:

Requesting Org/Dept: _____ Contact Name: _____

Cell Phone/Extention: _____ E-mail: _____

Club Advisor/Dean: _____ SIGNATURE: _____

Additional Requested Services:

CUSTODIAL:

Due to the limited number of tables and chairs reservations are on a first come - first serve basis.

**Facilities Staff will no longer transport stages around campus (except for Board Meetings).

**Facilities Staff will not set-up nor break down canopies.

Set-up Time: _____ **# of Chairs:** _____ **# of Tables:** _____

Diagram Attached (Please attach a diagram for all large set-ups.)



of Canopies: _____ **Requestor must initial that the Canopy Disclaimer on Page 1 was read:** _____ **Student Affairs Staff Signature:** _____

(Student Affairs must sign off for the canopies before submitting request to Business Services)

Comments: _____

HARRY WEST GYMNASIUM & ATHLETICS:

Request of use **approved** by Athletics
Curtains Rims Bleachers Floor Coverings

SAVILLE THEATRE/STAGE:

Request of use **approved** by Technical Director
after determining availability and the technical
needs of the production.

Dean of Athletics approval signature: _____

Civic Center Contract Proof of Insurance

Requests are not guaranteed due to limited equipment.

MULTIMEDIA:

Equipment Requests: P/A System with mic Laptop
*Requestor is responsible for lost or damaged equipment. LCD Projector/Screen Computer Access

Other:

Outside events: Requests will be cancelled if ground is wet.

FOOD SERVICES:

Selling food/refreshments? Warming Kitchen (Corporate Ed Center) Food Vendor Checklist and Forms Attached?

Food Service Supervisor Approval: _____ Date: _____

** VP of Student Services approval 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:

Security Requested
One-Day Staff Permits: # _____ Temporary Staff Permits: # _____ Permit Date: _____
No Permit Enforcement in Lot(s): _____ Reserve _____ spaces in Lot: _____ Reserved Date: _____

APPROVALS:

Approved Denied

Authorizing Dean/VP: _____

Billing Budget/Acct#: _____ **VP Administrative Services:** _____

Custodial Support hours



MAJOR EVENTS APPROVAL FORM

SAN DIEGO CITY COLLEGE

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): _____

Office Use Only

Submitted by: _____ **Date:** _____

CC to College President: _____ **Date:** _____