



Office of Student Affairs

CANOPY REQUEST FORM

Date: _____

Number of canopies: _____

Event: _____

Coordinator/Club Advisor's: _____ Signature: _____

Phone: _____ E-mail: _____

Event Date: _____

Request Date: _____ Date Returned: _____

*****PLEASE NOTE: CANOPY RENTALS ARE A 24 HOUR RENTAL*****

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.

RULES: Please use the utmost care when handling the canopy. You must obtain authorization of the Student Affairs Staff. The requestor must contact Student Affairs in person at least two weeks prior to the event.

1. 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.
2. Individual student requests will not be accepted.
3. Once approved by Student Affairs, the Canopy Request form should be attached to the **REQUEST FOR USE OF FACILITIES AND PLACEMENT ON ROOM MATRIX** form that you submit to Business Services.
4. The requestor should ensure that equipment is returned in the same **working condition** it was released.

Student/ Staff Signature

Student Affairs Staff Signature