

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT



San Bernardino Valley College

**On-Campus Facilities Use Request
ATTACHMENT "A"**

Date Submitted: _____

Name of Organization: _____

Event: _____ Date of Event: _____

DETAILED DIAGRAM

KEY per your diagram: (add as needed)

Table(s) =
Refreshment table(s)=
Chair(s) =
Podium =

Entrance to Room =
Signs Posted Here =
AV Equipment =
Platform =

Example of a key: Podium =