



ON-CAMPUS FACILITIES USE REQUEST

Email Completed Request To: SBVC-FacilityReq@sbccd.cc.ca.us

Events that do not require any set-up must be submitted at least **five (5) working days** prior to the event. Events that require minimal set-up must be submitted a minimum of **ten (10) working days** prior to the event. Major events must be submitted a minimum of **forty-five (45) working days** in advanced of the event to allow necessary time for planning

Date of Event: If multiple dates: Must Submit Attachment B

Facility(s) Requested:

Name of Organization: Club

Person In Charge:

Department:

Telephone #: Ext: Mobile #:

E-Mail:

Event Start Time: Event End Time:

Open Facility Time: Close Facility Time:

Name of Event:

Event Information: What is the event for and what is happening at the event.

SET-UP ITEM(S) NEEDED
Must Submit Attachment A

OF TABLES - 8FT

OF TABLES - ROUND

OF CHAIRS

OF TRASH CANS

OF EVENT SIGNS

OF BBQ'S

PODIUM FLAGS

PLATFORM

TRASPORTATION OF ITEMS

AUDITORIUM & MAC (NH 164)

1 THEATER TECHNCIAN REQUIRED

AUDIO-VISUAL

**IF AV EQUIPMENT IS REQUIRED
YOU MUST CONTACT AUDIO
VISUAL @ 909-384-4434**

PARKING NEEDS

**Parking Passes - Email
sbvcco@sbccd.cc.ca.us**

NO CITING IN LOT(S) #

OF VIP PARKING SPACES

Expected # of People Attending:

Check Box For Any Item Below:

People from Outside of Campus Attending:

Food Being Served:

Alcohol: Attach Permit from SBVC Foundation Office

Security/Police Needed:

Authorized/Advisor Signature:

Student Life Signature:

Dean of Humanities Signature:

Auditorium/Mac (NH 164)

Direct Cost Estimated Fees

Custodial:

Date Signed: Grounds:

Maintenance:

Multimedia Specialist:

Maintenance Fee:

Police:

Theater Tech:

Utilities:

Total:

For Special Instructions: Submit Attachment B