Source: https://www.valleycollege.edu/about-sbvc/offices/office-vp-admin-services/facility-use.php



# Facilities Use

## On-Campus Facilities Use Request

- Recognized SBVC clubs and organizations are able to utilize campus facilities at little to no charge.
- All non-scheduled class events must submit an "On-Campus Request." Due to scheduling of classes, specific facilities can only be reserved for the current semester. Events must typically take place during normal campus operating hours and a district employee sponsor must be in attendance throughout the event and will be held responsible for adhering to SBVC policies and procedures.
- Only those organizations that are covered under existing SBCCD insurance coverage are qualified to utilize SBVC facilities through this particular program. Academic class-related events hold priority.
- If you have questions please call (909) 384-8906 or email SBVC-FacilityReq@valleycollege.edu.

**SBVC Facilities**

Explore our wide variety of facilities on campus
→

## Event Submission Guidelines

- No Set-Up Required: Submit your request at least five (5) business days before the event.
- Minimal Set-Up Required: Submit at least ten (10) business days in advance.
- Major Events (100+ attendees): Submit no later than forty-five (45) business days prior to the event.
- Events may not be scheduled more than six (6) months in advance without prior authorization.
- Cancellations must be made at least three (3) days prior to the event. If not canceled within this timeframe, a set-up fee may be charged based on the costs incurred for preparation and dismantling.
- Please note: Late submissions or changes to set-up requests made fewer than five (5) business days before the event may not be able to be accommodated. This includes both initial submissions and any modifications. Requests will be considered based on the availability of staff and resources, and failure to meet deadlines may result in the denial of the Facility Use Request (FUR).

**Coursedog Event Submission Training (Video)**

## Request Forms

To digitally sign the documents below, download the forms and utilize Adobe Acrobat or web browsers Edge or Chrome.

- → On Campus Facility Use Request Form (Coursedog)
- → Community Application Form
- → Sponsored Event Form
- → Attachment A Set up Diagram Page
- → Attachment B Multiple Dates, Multiple Times, Special Instructions, Revisions, Changes and Cancellations

## Facility Diagrams

- B-100 8ft Rectangle Tables Set Up Diagram
- B-100 Round Tables Set Up Diagram
- B-100 Chairs Only Set Up Diagram




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