



Student Leadership & Development and CAC

Event Request Form

Please allow a minimum of 5 working days to process your request.

Instructions: Please complete this form and attached diagram(s) (if applicable) and send to the Student Leadership and Development Office. **The setups for the Cultural Awareness Center and Conference Room will remain as is.** Please review attached options available for the **Student Center.** This original event request form must be on file before reservations are approved and confirmed. Due to high demand for room reservations, please notify our office if you cancel your event(s). Thank you.

Today's Date: _____ Staff or Club Advisor's Name: _____

Dept/Club/Organization: _____ Phone: _____ Fax: _____

Description of Event: _____

Requested Event Day/Date(s): _____ 2nd choice: _____

Usage Time (Set-up/Clean-up): _____ Actual Event Time: _____

Will admission be charged? Yes No Will you need security? Yes No

(If yes, please ask for our Off-Duty Security Contract Form.) Approx. number of participants: _____

Will food be served? Yes No If yes, please fill out information on the reverse side.

Please indicate the **staff/advisor** who will be responsible for the facility and event.

Note: District Policy requires that the advisor and/or assigned certificated staff member be present at club event.

Print Name: _____ Phone No.: _____

Signature: _____ Date: _____

I understand that as the individual listed above, I must be present for the event in its entirety and will **report any emergencies** to the Campus Police immediately, ext. 2365.

Please Circle appropriate information

Facility Requested	Conference Room	Cultural Awareness Center	Student Center
Maximum capacity:	(20 people)	(50 people)	(Diagram: A=75 / B=120 / C=160)

Student Center Set-up Yes No If yes, complete the Diagram Form and attach it to this request.

Media Equipment Yes No If yes, complete the Equipment Request Form and attach it to this request.

*All setups will remain the same on the weekends. For other arrangements, please call 558-2382.
Media may not be available on the weekends. For other arrangements, please call 558-2382.*

Regular hours of operation of the Student Center are:
Monday – Thursday 8:00 a.m. to 7:30 p.m. and Friday's 8:00 a.m. to 4:00 p.m.