



Application for Use of District Facilities by District Entity

Submit completed form to Facility Rentals Office at least ten (10) working days prior to the requested use. The process does not begin until the application is received in the Facility Rentals Office. For further information call extension 2683.

Entity Requesting Facility _____

Person(s) in Charge _____ Title _____ Extension _____

Contact Person _____ Title _____ Extension _____

Facility Requested _____

Title of Subject of Activity _____

Date(s) of Use ***If more than one day please attach a list.*** _____

Actual Event Time _____ a.m. p.m. to _____ a.m. p.m. Size of Group _____ Nature of Group: Adults Children

Set-Up Time(s) (if needed) _____ a.m. p.m. Clean-Up _____ a.m. p.m. Open to the public YES NO

Will admissions fees, contributions, or membership dues be collected? YES NO Amount of Charge \$ _____

How will the proceeds be used? _____

Will refreshments/food be served? YES NO *If yes, describe* _____

Equipment Requested (include number of all pertinent items)

Chairs: _____ Lectern: _____ Screen: _____ Slide Projector: _____

Tables: 6' _____ 8' _____ TV&VCR: _____ Data Projector: _____ PA/Sound System: _____

Other Equipment _____ Overhead Projector: _____

SET-UP OF FACILITIES: YES NO *If yes, please attach a detailed diagram of requested set-up to application.*

SPECIAL ARRANGEMENTS/SERVICES REQUESTED: _____

ANY AND ALL ADVERTISING/PROMOTIONAL MATERIALS FOR EVENT MUST BE SUBMITTED WITH APPLICATION TO THE FACILITIES RENTALS OFFICE PRIOR TO PROCESSING OF THE APPLICATION.

Must have signature of appropriate individual(s): Administrative Approval _____ Date _____

OFFICE USE ONLY

Coverage	Number Required	Hours Required
College Police	_____	_____
Operations	_____	_____
Other	_____	_____

REVISIONS: _____

Distribution: College Police Switchboard Maintenance

Audio Visual Student Activities Other

Operations _____

Facilities Coordinator _____

Date Distributed _____