LA SOUTHWEST COMMUNITY COLLEGE FACILITIES USE REQUEST FORM

Form must be filled-out completely and submitted at least 30 days prior to the event

"Enriching Lives"

I. GENERAL INFORMATION (complete ALL shaded areas)

Date Submitted:
Requestor's Name:
Organization:
Address:
Phone Number: **ext:** Cell #:
Email:
Name of Event:
Facilities Requested – include time needed to set-up and break-down event.
Facility: Date: Time: From: To**:**
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Event: Fully describe event (i.e. not just that it is a town hall meeting but what is the content of the program and expected outcome of the event?

Who will be participating? (Names of all speakers on the agenda)

Who will be attending? (i.e. not just "students" but which students? If classes will be attending the event, which classes? Will the instructor be attending with them?

Special Requirements NOTE: L.A.S.C. DOES NOT provide tables, chairs, portable toilets or other specialized equipment. Arrangements must be made by user to provide.

Describe special room set-up or special facility needs:

Do you plan on having food? ☐Yes ☐ No If yes, please describe specifically:

Event Fees and Other Charges
Charging admission or other fees? ☐Yes ☐No Amount:
Fund-raiser? ☐Yes ☐No
Selling? ☐Yes ☐No Items being sold:

II. REQUESTOR ACKNOWLEDGEMENT (Requestor must read and initial each line)

1. ☐ Applicant has received and read Facility Use Policy and Procedures and Campus Rules of Behavior and will observe all regulations.
2. ☐ Applicant will exercise the utmost care in the use of the College premises and property and will pay for any damages arising from applicant's use including damage deposit where applicable.
3. ☐ College staff will evaluate each event. A negative evaluation may result in denial of future events.
4. ☐ College staff may immediately cancel the event if not as described or if the number of participants is greater than the number indicated in request or if the College needs the facility for educational purposes.
5. ☐ Fees are due at least seven days prior to the event by certified check or money order only. THE EVENT WILL BE CANCELLED IF FEES ARE NOT PAID WHEN DUE.
6. ☐ Publicity of event is not permitted unless the applicant has received the prior approval of the President.
7. ☐ Reservation and use of facilities requested does not become final until all fees are paid, other requirements are met, and the Vice President for Administration has approved the event.
8. ☐ User is responsible for providing insurance coverage as stated in Policy PRIOR to the event or the event will be cancelled.
9. ☐ I have read and understand the provisions for use of the facilities at LA Southwest College. All submitted information is correct.

III. REQUESTOR SIGNATURES AND APPROVALS

Signing below means that you are recommending approval, you will be responsible for this event, (planning, advertising, etc.) along with the requestor, and you will be making every effort to attend the event. Without the appropriate signatures the event will not be approved.

	Signature	Date	Comments (attend/not attend)
Requestor		_____	_____
Faculty/classified personnel		_____	_____
Department Head/Director, Club/Group advisor, etc.		_____	_____
Dean		_____	_____
Vice President of area		_____	_____

IV. CO-SPONSORSHIP APPROVAL

Name of Group: Purpose of Group:	Co-Sponsor's Signature:_____ Telephone #:	Co-sponsors will also be responsible for all damages and charges. Only co-sponsors who are listed and sign-off will be included in the flier and the program.

IV. FEES AND OTHER REQUIREMENTS – FOR COLLEGE USE ONLY

FEE CATEGORY	COST	DATE PAID	RECEIVED BY
Athletic Staff			
Damage Deposit			
Facilities Staff _____ _____ _____			
Rental Fee			
Sheriff's Fees			
Theatre Staff Fees			
Other			
TOTAL			

	Other Requirements (checked Items)	Confirmed
	Advertising (print, radio, etc.) must be approved prior to posting, publishing airing.	☐
	Insurance policy with College named as additional insured.	☐
	Safety/fire inspections must occur and applicable permits submitted.	☐
	College sponsorship (10% discount on rental fees only; not direct costs)	☐
	Facility walk-through and damage check	☐
	Attend meeting of College Facilities Usage Committee for specific event plan	☐
	Other:	

V. COLLEGE REVIEW	Signatures	Approved	Not Approved	No Charge Current Staff	Charges out of my budget	Charges offset to them	Charges offset to others	Comments
Date Reviewed by Committee:								
Facilities Manager								
Sheriff's Deputy								
Athletics Director								
VP Student Services								
VP Administrative Services								
Theatre Manager								
College President								
Other:								