

# 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 that have 100 or more attending** 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: Email:

Department:

Telephone #: Ext: Mobile #:

Person Submitting FUR: Email:

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.

Expected # of People Attending:

High Profile Event: (Events with board members, elected officials, chancellor, etc. attending)

People from Outside of Campus Attending:

Power Needed for Event:

Sprinklers Off Night Before (Only if Using Grass Areas):

Food Being Served: Food is only allowed in B100, Sunroom, Cafeteria, Conference Rooms and Outside Areas

Alcohol: Attach Permit from SBVC Foundation Office

Security/Police Needed:

Date Signed:

Person Submitting FUR:

Student Life Signature:

Dean of Humanities Signature:

Auditorium/Mac (NH 164)

**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 EMAIL AUDIO VISUAL  
AT: SBVC-AV@valleycollege.edu to  
ensure service for you event.**

**PARKING NEEDS**

- **If Parking Passes are needed -  
Email Campus Business Office at:  
sbvcco@valleycollege.edu**

NO CITING IN LOT(S) #

# OF VIP PARKING SPACES

***For Special Instructions: Submit Attachment B***