

# ARC FACILITY REQUEST FORM

## DEPARTMENT/DIVISION

### DEADLINES:

Event **without** Outside Organization(s): this form is due to the Facilities Office **10 business days** prior to event

Events **with** Outside Organization(s): this form is due to the Facilities Office **20 business days** prior to event

Department/Division: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of Person Coordinating Event: \_\_\_\_\_ Phone # \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

Facility/Room Requested: \_\_\_\_\_

Are all participants American River College Students/Staff: Yes \_\_\_ No \_\_\_

Number of people expected: \_\_\_\_\_ Is a fee being charged? Yes \_\_\_ No \_\_\_

Is this event a fundraiser? Yes \_\_\_ No \_\_\_ Name of Trust Account where money will be deposited: \_\_\_\_\_

Guest Speaker(s) for classroom activity/instruction: Yes \_\_\_ No \_\_\_

Is food being served/sold at event? Yes \_\_\_ No \_\_\_

If yes, you must contact Aramark (Los Rios District Food Contractor) at 484-8218.

If yes, what food/drink is being served/sold (e.g. BBQ, lunch, popcorn machine, etc.)?

Describe the nature of activities (what is happening at the event, including games, etc.). **Attach copy of flyer.**

Are there any outside organization(s) affiliated with event? Yes \_\_\_ No \_\_\_ If yes, list organization(s) in box below:

**Important:** Los Rios District requires that **all** outside organization(s) at any campus event must complete the District Facility Use Permit(s) and submit Liability Insurance. The ARC Facility Office requires all information about the outside organization(s) **20 business days** prior to event.

List the name(s) of **all** participating Outside Organization(s):

- |          |          |          |
|----------|----------|----------|
| 1) _____ | 4) _____ | 7) _____ |
| 2) _____ | 5) _____ | 8) _____ |
| 3) _____ | 6) _____ | 9) _____ |

*If additional space is needed, please include attachment.*

### EVENT COORDINATOR RESPONSIBILITIES

I, \_\_\_\_\_, agree to open and close the requested facility, assume responsibility for setup and clean-up, prepare the facility for its next instructional use if necessary, remain present for the duration of the event, and ensure the group follows the contractual requirements and uses the facility appropriately.

- Maintenance Work Request Form** (required **10 business days** prior to event): Complete work request form (e.g. tables, chairs, stage, podium, BBQ, etc.), and include diagram of event setup.

If applicable, Department/Division will be responsible for any incurred cost (e.g. labor charges, security, custodial services, etc.). The Facility Office determines cost if applicable.

- Instructional Media Service Form** (required **10 business days** prior to event): Request media equipment (i.e. PA, sound system, projector, DVD player, etc.) by completing online form at <http://ic.arc.losrios.edu/~ims/>

PERSON COORDINATING EVENT (Print Name)

Signature

Phone

Date

### ADMINISTRATIVE AUTHORIZATION

STEP 1:

AREA DEAN (Print Name)

Signature

Phone

Date

STEP 2:

FACILITY OFFICE DESIGNEE (Print Name)

Signature

Phone

Date

FACILITY ASSIGNED: \_\_\_\_\_ Date \_\_\_\_\_

*Updated ARC Facility Office 5/10/2011*