

# ARC FACILITY REQUEST FORM STUDENT CLUBS

## DEADLINES:

Event **without** Outside Organization(s): this form is due to Campus Life **10 business days** prior to event

Events **with** Outside Organization(s): this form is due to Campus Life **30 business days** prior to event

Club/Student Group: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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

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

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

Are all participants American River College Students/Staff: Yes \_\_\_ No \_\_\_ Is a fee being charged? Yes \_\_\_ No \_\_\_

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

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 type of food/drink is being served/sold (e.g. BBQ, bake sale, popcorn machine, etc.)?

Describe nature of activities (what is happening at the event including games, etc.). **Attach copy of advertisement/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. All information regarding outside organization(s) is required **30 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.*

## CLUB ADVISOR AND AUTHORIZED STUDENT CLUB SIGNATURES

PERSON COORDINATING EVENT (Print Name) \_\_\_\_\_ Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

E-mail Address: \_\_\_\_\_

CLUB PRESIDENT/V. PRESIDENT (Print Name) \_\_\_\_\_ Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

CLUB ADVISOR (Print Name) \_\_\_\_\_ \*Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

*\*By signing as the Club Advisor, I affirm that the nature of the above activities has been described accurately and in detail. Further, I understand that I am required to supervise and remain present for the duration of the event, assume the responsibility for set-up and clean-up, and ensure the group follows the contractual requirements and uses the facility appropriately.*

- Maintenance Work Request Form** Provide **diagram** of event setup; diagram and maintenance request must be submitted to Campus Life **10 business days** prior to event:  
**Number of chairs** \_\_\_\_\_ **Number of tables** \_\_\_\_\_ **Stage** \_\_\_\_\_ **Podium** \_\_\_\_\_ **BBQ** \_\_\_\_\_ **Other** \_\_\_\_\_
- Instructional Media Services (IMS)** The club advisor must submit the "Equipment check-out request form" online at <http://ic.arc.losrios.edu/~ims/> **10 business days** prior to event:  
**PA system** \_\_\_\_\_ **Microphone** \_\_\_\_\_ **Projector** \_\_\_\_\_ **DVD Player** \_\_\_\_\_ **Other** \_\_\_\_\_
- Potential Costs Associated with Event:** If applicable, clubs/student groups will be responsible for any incurred cost (e.g. labor charges, security, custodial services, etc.). The Facility Office determines cost if applicable.

## ADMINISTRATIVE AUTHORIZATION

STEP 1: \_\_\_\_\_

CAMPUS LIFE COORDINATOR (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*