



**EL CAMINO COLLEGE DIVISION/DEPARTMENT
CALENDAR DATE REQUEST FORM
FOR THE ACTIVITIES CENTER AND LIBRARY LAWN**

Date Received: _____
Staff Name: _____

Based on Administrative Procedure 3900, "The District shall not restrict free expression in areas generally available to students and the community." If relocation of a free speech organization is requested, please contact the Student Development Office, ext. 3500, so we may offer the organization alternative areas or dates. For more information on BP 3900 and AP 3900 visit the [Board Policies web page](#).

- STEP 1:** Requestor contacts Student Development Office x3455 for availability of facility, lawn area, south patio, and outdoor stage.
STEP 2: Requestor completes this Calendar Date Request Form and obtains their director's or dean's signature.
STEP 3: Requestor sends the completed form to Student Development Office for processing at least two weeks in advance of the event (completed forms may be scanned and emailed to mbaquir@elcamino.edu). A copy will be returned to the requestor.
STEP 4: Requestor submits a work order for room arrangements using the Facilities Work Order system on the portal.

Division/Department Name: _____
 Requestor's Name: _____ Extension: _____
 Email Address: _____
 Requestor's Dean/Director Signature: _____

Expected attendance: _____
 Will public be attending? ___ No ___ Yes
 Event start time: _____
 Early access time: _____
 Will amplified sound be used? ___ No ___ Yes*
**Amplified sound allowed outdoors on Tuesdays and Thursdays, 1-2 p.m. only.*
***YOU MUST CONTACT MEDIA SERVICES (x6712) TO HAVE A SOUND SYSTEM SET UP.**
 Will food or drinks be served? ___ No ___ Yes (If Yes, answer question below.)
 Are ALL food and drinks provided by Campus Foodservices Inc.? ___ No* ___ Yes
**Submit a Food Concession Approval form to csiri@elcamino.edu*

LOCATION(S) REQUESTED:

___ EAST LOUNGE
 ___ LIBRARY LAWN
 ___ OUTDOOR STAGE

DATE OF EVENT (exact date of use)	TIME (exact hours of use)	TYPE OF EVENT (one event per requisition)

NOTE: IT IS THE REQUESTOR'S RESPONSIBILITY TO...

- Submit Facilities Work Orders for all event set ups and/or room arrangements.
- Contact Campus Police to have the facility unlocked and relocked for weekend or late night events.
- Take down all decorations and put trash in proper receptacles at the conclusion of the event.
- Request Media Services set up all audio/visual equipment.
- Request and pay for overtime for custodial personnel to clean up after any event ending after building closing time, if deemed necessary by the Director of Student Development. An account number will be requested by the Student Development Office and provided to Facilities Planning & Services for overtime billing.
- Request and pay for overtime for Campus Police personnel to provide security for an event, if deemed necessary by the Director of Student Development. An account number will be requested by the Student Development Office and provided to Campus Police for overtime billing.

FOR STUDENT DEVELOPMENT OFFICE USE ONLY

APPROVED NOT APPROVED

_____ Director of Student Development _____ Date

Account number for OT Custodial Services: _____
 Account number for OT Campus Police Services: _____