DIRECTIONS:
- To request a room for meetings, complete Section A only.
- To schedule other events or activities (except excursions) review and complete Sections B, C, D, and attach club minutes approving the event/activity.
- Obtain the signature of the faculty adviser who will supervise and attend the entire event.
- Return the completed form to the Student Development Office at least 2 weeks in advance of the event.
- After approval review, the Student Development Office will return this form to the organization.

NAME OF STUDENT ORGANIZATION: ____________________________________________

STUDENT RESPONSIBLE: ______________________________________________________

PHONE #:_______________________________ EMAIL:______________________________

PRINT FACULTY ADVISER’S NAME:____________________________________________

TODAY’S DATE:________________________

Section A – MEETINGS ONLY - ROOM REQUEST
(No food is allowed in classrooms – Adviser is responsible for opening/closing the room)

<table>
<thead>
<tr>
<th>DAY OF WEEK (Monday, Tuesday, etc.):</th>
<th>SEMESTER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. _______________________________</td>
<td>July ______</td>
</tr>
<tr>
<td>Feb. _______________________________</td>
<td>Aug. ______</td>
</tr>
<tr>
<td>Mar. _______________________________</td>
<td>Sept. ____</td>
</tr>
<tr>
<td>Apr. _______________________________</td>
<td>Oct. ______</td>
</tr>
<tr>
<td>May ________________________________</td>
<td>Nov. ______</td>
</tr>
<tr>
<td>June _______________________________</td>
<td>Dec._______</td>
</tr>
</tbody>
</table>

MEETING TIME REQUESTED:
- Beginning time: ________________
- Ending time: _________________

MEETING ROOM REQUESTED:
- 1ST ________________
- 2ND ________________

MEETING ROOM ASSIGNED:

SDO Scheduler:________ Date:____________

Section B – ALL OTHER EVENTS EXCEPT EXCURSIONS

<table>
<thead>
<tr>
<th>TYPE OF EVENT:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT DATE(s):</td>
<td></td>
</tr>
<tr>
<td>EVENT START TIME:</td>
<td>EVENT END TIME:</td>
</tr>
<tr>
<td>LOCATION REQUEST:</td>
<td>(Contact Student Development staff to check availability of Activities Center &amp; Library Lawn):</td>
</tr>
</tbody>
</table>

WILL FOOD BE SERVED OR SOLD AT THIS EVENT? □ No □ Yes - IF YES, complete a “Food Concession Form”
WILL THERE BE ANY GUEST SPEAKERS AT THIS EVENT? □ No □ Yes - IF YES, provide info to Student Development Office
WILL LITERATURE BE DISTRIBUTED AT THIS EVENT? □ No □ Yes - IF YES, complete a “Statement of Responsibility”
WILL AMPLIFIED SOUND BE USED AT THIS EVENT? □ No □ Yes - IF YES, complete a “Sound Agreement”

PLEASE REVIEW SECTIONS ON PAGE 2 continued on other side of this form

APPROVAL OF THE EVENT
- □ EVENT APPROVED
- □ EVENT NOT APPROVED

Student Services Specialist: (signature): __________________________ Date: __________________________

Director of Student Development: (signature): __________________________ Date: __________________________

- Original - Student Development Office (Club File) □ ICC Adviser (for posting on ECC website calendar) □ Student Organization Adviser □ Student Organization

Student Development Office – Revised BvS 6/9/14
## Section C – THINGS YOU MAY REQUEST FOR YOUR EVENT

**PLEASE REVIEW THIS SECTION - mark “X” in box when appropriate**

(Arrangements to be made by Student Development if requested 2 weeks in advance – availability permitting)

- **TABLES** how many? ______ (folding tables 3’x6’)
- **CHAIRS** how many? ______ (blue plastic folding chairs will be set up unless otherwise specified)
- **LARGE TRASH CANS** (especially if food is served) specify ______
- **SMALL GRAY PARTITIONS** on wheels - specify # ______ (2 max.) available for Act. Center & Library Lawn events only
- **LARGE GRAY PARTITIONS** on wheels - specify # ______ (3 max.) available for Activities Center events only
- **CASH BOX** to be checked out at Student Development Office
- **HELIUM FOR BALLOONS** – helium tank located in Act. Center storage room can only be used during open building hours.
  (Your organization must provide balloons & ribbon)

**PLEASE SPECIFY ANY SPECIAL SET-UP ARRANGEMENTS & ATTACH DIAGRAM IF POSSIBLE:**

________________________

- **CLEAN-UP AFTER EVENT** – Your organization is responsible for disposing of surface litter & event decorations in proper receptacles. Special arrangements may be made to have staff clean up after large events (Note: staffing charges may apply). Contact Student Development personnel to determine if staff clean up is needed for your event.
- **SPECIAL PARKING OR DRIVING ON CAMPUS TO UNLOAD GEAR** – Contact Campus Police (310) 660-3100
- **EVENT SECURITY** – Large events and those involving public attendance may require Campus Police security. Contact Student Development personnel to determine if security is needed for your event. Staffing charges will apply.
- **AUDIO-VISUAL EQUIPMENT** – Your ADVISER must contact MEDIA SERVICES (x6712) office to set-up AV equipment
  MEDIA SERVICES must be contacted to set up and break down sound equipment and they must remain in attendance during your event. If Media Services personnel is not available, Center for the Arts personnel may be available to provide this service as well (staffing charges will apply). Contact Student Development personnel to arrange for Center for the Arts staffing.
  **AMPLIFIED SOUND ON THE OUTDOOR STAGE or LIBRARY LAWN** may only be scheduled on Tuesdays & Thursdays from 1-2pm ONLY. An Amplified Sound Agreement Form must be filled out and approved prior to your event.
- **CAMPUS THEATER, MARSEE AUDITORIUM OR RECITAL HALL ARRANGEMENTS** – A special form for Center for the Arts venues must be completed by your organization & Theater Manager 4 weeks prior to event (staffing fees may apply). See Student Development personnel for Center for the Arts venue paperwork.
- **OFF-CAMPUS EVENTS** – Review “Guidelines for Excursions” and complete “Excursion Approval Form & Waivers”

- **NO SPECIAL ARRANGEMENTS ARE NEEDED** – FACILITY WILL BE USED AS IS

## Section D – MONEY – PROFITS & EXPENSES

**MONEY COLLECTED** – arrangements to be made by student organization or adviser 2 weeks before event

- **FUNDRAISERS** – money from ticket sales, fundraising activities and donations must be deposited in the club’s account immediately after the event. Go to the Cashier’s window to make deposits and to check out a receipt book.
- **VENDORS / OFF-CAMPUS SELLERS** – VENDOR’S ARE NOT PERMITTED TO SELL ITEMS/SERVICES ON CAMPUS

**EVENT EXPENSES** – arrangements to be made by student organization or adviser 2 weeks before event

- **ALL EXPENSES** must be approved by the organization ahead of time and recorded in the meeting minutes. The minutes must be signed by the adviser and club president and a copy provided to the Student Development Office.
- **PERFORMERS** – contract needed even if there is no charge for services – see staff in Student Development Office to facilitate paperwork
- **CASH, REIMBURSEMENTS OR PURCHASES** – see staff in Student Development Office to facilitate paperwork

**Please note:** Clubs must maintain active status each semester by completing a Club Officer and Adviser Sheet. Only active clubs are authorized to use campus rooms and venues for their activities during the current semester.