EL CAMINO COLLEGE STUDENT ORGANIZATIONS
CALENDAR DATE REQUEST FORM
(CDR—PAGE 1)

STEP 1: 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.

STEP 2: Obtain the signature of the faculty adviser who will supervise and attend the entire event.

STEP 3: Return the completed form to the Student Development Office (SDO) at least two weeks in advance of the event. Completed forms may be scanned and emailed to mbaquir@elcamino.edu.

STEP 4: After approval review, the Student Development Office will return this form to the organization.

Name of Student Organization: _______________________

Student Responsible: ____________________________ Faculty Adviser’s Name (Print): _______________________

Student’s Phone: ________________________________ Adviser’s Signature*: ____________________________

Student’s Email: ________________________________ *Indicates that this adviser will supervise and attend this entire event.

Adviser’s Campus Phone Ext.: ______________________

SECTION A: MEETINGS-ONLY ROOM REQUEST

No food is allowed in classrooms. Adviser is responsible for opening/closing the room.

Days of Week (e.g. MWF): ___________________ Sem/Year: ___________________

Meeting Time Request

<table>
<thead>
<tr>
<th>Days</th>
<th>Months</th>
<th>Meeting Time Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan.</td>
<td></td>
<td>Beginning Time:</td>
</tr>
<tr>
<td>Feb.</td>
<td></td>
<td>Ending Time:</td>
</tr>
<tr>
<td>Mar.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr.</td>
<td></td>
<td>Meeting Room Request</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td>(List 1st and 2nd choices)</td>
</tr>
<tr>
<td>June</td>
<td></td>
<td>1st:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2nd:</td>
</tr>
</tbody>
</table>

This section completed by SDO only

Meeting Room Assigned: _______________________

Scheduler: ______________________

Date: ______________________

SECTION B: ALL OTHER EVENTS EXCEPT EXCURSIONS

Type of Event: ____________________________ Event Date(s): ____________________________

Event Start Time: ____________ Event End Time: ____________ Set-up Needed By: ____________

Location Request (Contact SDO staff for Student Activities Center and Library Lawn availability):

Will food be served or sold? ___ No ___ Yes—IF YES, complete a Food Concession Approval form.

Will there be any guest speakers? ___ No ___ Yes—IF YES, complete an ASO Contract. If they will be paid, also complete a Statement of Services Performed.

Will literature be distributed? ___ No ___ Yes—IF YES, complete a Statement of Responsibility.

Will amplified sound be used? ___ No ___ Yes—IF YES, complete an Amplified Sound Regulation form.

Please review sections on PAGE 2 (continued on other side of this form)

This section completed by SDO only

Event Scheduled: ___ No ___ Yes

Comments: ________________

Scheduler: ________________

Date: ________________

FOR STUDENT DEVELOPMENT OFFICE USE ONLY

☐ EVENT APPROVED ☐ EVENT NOT APPROVED

Student Services Specialist (signature): ______________________ Date: ______________________

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

Distribution: Original—SDO (Club File), ICC Adviser (for posting on ECC website calendar), Student Organization Adviser, Student Organization

Revised 8/2016 MLB
SECTION C: THINGS YOU MAY REQUEST FOR YOUR EVENT

Please review this section. Mark box when appropriate. Arrangements to be made by Student Development Office (SDO) if requested 2 weeks in advance—availability permitting.

___ Tables (folding tables 3’x6’): Specify # ______ For Stud Activity Ctr events only: square # ______ round # ______
___ Chairs (blue plastic folding chairs will be set up unless otherwise specified): Specify # ______
___ Large Trash Cans (especially if food is served): Specify # ______
___ Small Gray Partitions on wheels (for Stud Activity Ctr and Library Lawn events only): Specify # ______ (2 max)
___ Large Gray Partitions on wheels (for Stud Activity Ctr events only): Specify # ______ (3 max)
___ Cash Box to be checked out at Student Development Office
___ Helium for Balloons: Helium tank located in Stud Activity Ctr storage room can only be used during open building hours. Your organization must provide balloons and ribbon.

Please specify any special setup arrangements and attach diagram if possible: ____________________________________________

__________________________________________________________

__ No special arrangements are needed. Facility will be used as-is.

- **Clean-up After Event:** Your organization is responsible for disposing surface litter and event decorations in proper receptacles. Special arrangements may be made to have staff clean up after large events (note: staffing charges may apply). Contact SDO 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. Contact SDO personnel to determine if security is needed for your event. **Staffing charges will apply.**

- **Audio-Visual Equipment:** Your adviser must contact Media Services (x6712) to set up AV equipment. Media Services will 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 SDO personnel to arrange for Center for the Arts staffing.
  - **Amplified Sound on the Outdoor Stage or Library Lawn** may only be scheduled on Tuesdays and Thursdays from 1-2 pm only. An Amplified Sound Regulation form must be filled out and approved prior to your event.

- **Campus Theater, Marsee Auditorium, or Recital Hall Arrangements:** A CFA Venue Request Form must be completed by your organization and the Theater Manager 4 weeks prior to event (staffing fees may apply).

- **Off-Campus Events:** Review Guidelines for Off-Campus Activities; also complete the Excursion Approval Form and Excursion Waiver Form.

SECTION D: MONEY–PROFITS AND EXPENSES

**Money Collected:** Arrangements to be made by student organization or adviser two weeks prior to 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 Office to make deposits and to check out a receipt book.

- **Vendors/Off-Campus Sellers:** Vendors are not permitted to sell items/services on campus.

**Event Expenses:** Arrangements to be made by student organization or adviser two weeks prior to 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. A copy must be provided to SDO.

- **Performers:** Contract needed even if there is no charge for services. See SDO personnel to facilitate paperwork.

- **Cash, Reimbursements, or Purchases:** See SDO personnel to facilitate paperwork.

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