

LOS ANGELES HARBOR COLLEGE FACILITY RESERVATION FORM

Step #1: CONTACT INFORMATION

Department: _____

Contact Person on Day of Event: _____

Contact Person's Phone #: _____ **Email:** _____

Step #2: EVENT INFORMATION

Name of Event: _____

Type of Event: ☐ Meeting/Workshop/Seminar/Class/Training ☐ Athletic ☐ Student Recruitment
☐ Fundraising ☐ Social ☐ Music ☐ Recreation ☐ Other: _____

Open to the public? ☐ Will Admission Be Charged? ☐ Estimated Attendance: _____

Will food be served? ☐ Will Culinary be serving food? ☐ (Include any Culinary table/tent needs on next page.)

<u>DATE(S) NEEDED</u>	<u>TIME LOCATION IS NEEDED</u> (include setup time until breakdown)	<u>TIME EVENT</u> <u>BEGINS</u>	<u>TIME EVENT</u> <u>ENDS</u>

Step #3: LOCATION (Must book location by contacting the person in charge of that area **PRIOR** to returning this form.) **PE/Wellness - Nabeel Barakat** Approved for use: _____

☐ Gym (Day) ☐ Dance Studio ☐ PE/Wellness Concession Stand ☐ PE/Wellness Classroom # _____

Athletics – Nabeel Barakat Approved for use: _____

☐ Gym (Evening/Weekends) ☐ Football Field ☐ Softball Field ☐ Baseball Field ☐ Football Concession Stand

Academic Affairs -Catalina Martinez ext. 4024

☐ Tech 110 - Smart Classroom ☒ Checked

Student Activities - Heidi Medrano - MUST SIGN APPROVAL

☐ Student Union Multi-Purpose Room ☐ Conference Room

Heidi Medrano - Approved for use: _____

Music Department - Justin Raines Approved for Use: _____

☐ Music Recital Hall ☐ Music Quad ☐ Practice Room

Humanities - Lorrie Kato Approved for use:

☐ Theatre ☐ Fine Arts/Theatre Quad

Conference Rooms-President's Office Sylvia Files ext. 4011

☐ SSA 214 ☐ SSA 219 ☒ Checked ☐

Classroom - Contact Division Office

Classroom or Computer Lab - Room # _____

Facilities Department - Karina Weatherly

☐ Lot 1 ☐ Lot 2 ☐ Lot 3 ☐ Lot 5 ☐ Lot 6 ☐ Lot 7 ☐ Lot 8 ☐ West Parking Structure PE

☐ Grassy Quad ☐ Science Quad ☐ Student Union Quad ☐ NEA Quad ☐ NEA Breezeway

☐ Tech Quad ☐ SSA Quad ☐ SSA Lobby ☐ PE/Wellness Lobby ☐ Facilities Conference Room

Other Location on Campus (not already listed): _____

Step #4: FACILITIES NEEDS

Items requested may not always be available.

☐ No Setup Required ☐ Drawing Attached ☐ Tech 110 - Regular Setup

**** If any setup is requested a drawing must be attached. ADA compliance may require setup to be adjusted.**

☐ 6 ft Tables # _____ ☐ Round Tables # _____ ☐ Cocktail Tables # _____ ☐ Chairs # _____

☐ Pop-Up Tent # _____ ☐ A-Frame Signage ☐ Podium ☐ Outside Stage ☐ Step & Repeat Backdrop
Check for availability *Provide signage 1 week prior to event.*

For audio in all locations except Music and Theatre:

Audio: ☐ Microphone ☐ Cordless Microphone ☐ JBL Bluetooth Speaker ☐ Speakers ☐ Extension Cord

FOR THE FOLLOWING NEEDS IN THESE AREAS CONTACT THE DEPARTMENT

Athletics: ☐ Scoreboard ☐ Audio ☐ Benches ☐ Bleachers ☐ Equipment: _____

IT Department: ☐ Multi-Media/Computers ☐ Wi-Fi Password ☐ Projector

Music/Theatre Department: ☐ Microphone # _____ ☐ Stand ☐ Piano ☐ Wi-Fi ☐ Lighting System

Sheriffs' Dept: ☐ Parking Passes ☐ Security (Charge may apply for security.) ☐ No Ticketing for Event

Step #5: IMPORTANT INFORMATION

- This form must be submitted at least two weeks in advance of the event.
- For club events this form must be completed by the club's advisor. The advisor must be present for events.
- For A.S.O. events this form must be completed by the A.S.O. advisor or designee.
- If a setup is needed a drawing **must be submitted with this form.**
- There are a limited number of tables, chairs and tents available on a first-come, first-serve basis.
- If A-Frame signage is requested, the flyer must be submitted at least **three days prior** to the event.
- Changes to an event's setup must be requested at least **three days prior** to the event.
- For the Student Union's Multi-Purpose Room, you must have your form initialed by Heidi Medrano.
- Contact Facilities at weathek@lahc.edu immediately if the event is cancelled.
- Anyone invited to the event that will be selling items must obtain a permit and may be required to pay a fee.
- If the event will include off-campus rental of equipment then insurance must be approved by the District.
- If admission fees are being collected at the event, the Sheriffs may require your group to pay for security.
- The department is responsible for the replacement costs of any broken equipment.
- Large-scale events will require a coordination meeting with Facilities at least **a week prior** to the event.
- Contact the Sheriffs, at least two days in advance if any vehicles will be delivering items to the event.
- All events near classroom areas must keep the noise level reasonable while classes are in session.
- If the event is public, it is the department's responsibility that guest attendees adhere to campus regulations.

Form Submitted By: _____ **(PRINT/TYPE NAME)**

Phone #: _____ Email: _____

Signature: _____ Date Submitted: _____

Facilities Use Only

Rcvd: _____ Setup Attached No Setup Drop-Off Calendar Audio A-Frame Food EM/Custodial/Sheriffs OT

Other: _____