LOS ANGELES HARBOR COLLEGE
FACILITY RESERVATION FORM

Instructions: This form is for on-campus individuals and groups only. OFF-CAMPUS GROUPS must contact Mary Vargas at ext. 4225 to complete a Civic Center Application.

1. Contact the following individuals to book the location of your event AND obtain their signature on this form:
   - Classrooms/Smart Classroom – Kerry Keener at ext. 4026
   - Seahawk Center Lounge & Quad – Mona Abdulla at ext. 4652
   - Music Recital Hall - Jared Fowler at ext. 4429
   - Athletic Facilities - Nabeel Barakat at ext. 4351
   - Conference Rooms (SSA 214 and SSA 219) - Danielle Jack at ext. 4011
   - Cafeteria, Cafeteria Quad, and NEA/SSA Quad – Mary Vargas at ext. 4225

   For other areas of the campus not listed contact Mary Vargas at ext. 4225

2. Complete this form and have the location approved by the person listed. Make sure to attach a drawing of the event setup.

3. Return the completed form to Mary Vargas at Facilities to have it processed.

   This must be returned to the Facilities Department at least TWO WEEKS BEFORE your event.

Name of Event: ___________________________________________

Today’s Date: ___________________________ Date(s) of Event: ___________________________

Time area needed: From: ____________ Until: ____________ (Allow time for prep and cleanup.)

Time Event Begins: ____________ Time Event Ends: ____________ (No events after 11:30 p.m.)

LOCATION

☐ Seahawk Center Lounge  ☐ Seahawk Center Quad

   Approved: ___________________ ____________
   Mona Abdulla, Student Activities   Date

☐ Classroom # _______ ☐ Tech 110   Approved: ___________________ ____________

   Kerry Keener, Academic Affairs   Date

☐ Gymnasium  ☐ Football Field  ☐ Baseball Field  ☐ Softball Field  ☐ Soccer Field

   Approved: ___________________ ____________

   Nabeel Barakat, PE Department   Date
-approved:
Jared Fowler, Music Department

-approved:
Danielle Jack, President’s Office

-approved:
Mary Vargas, Facilities Department

THE FOLLOWING ITEMS ARE NEEDED FOR THE EVENT:

Rectangular Tables # ________ (20 tables available for usage) Chairs # ________ (150 chairs available)

Podium Microphone on Podium Microphone on Stand # ________ CD System

Cafeteria Round Table/Chair Setup (Only for events in the Cafeteria) Seahawk Center Stage

Stage (outside event) Dimensions: ___________ (requires pre-approval)

A.S.O. Tents (Note: Contact the Mona Abdulla in Student Activities to reserve the tents.)

Other: ________________________________________________________

NOTE: If your event is being catered by the campus Culinary Department you must contact them and have them sign this form and designate how many tables they need for their setup.

-approved:
Chef Giovanni Delrosario, Culinary Department

Please be aware that some requested items may not be available for usage.

* A limited number of tables/chairs are available for usage - actual setups may differ due to availability.
* Audio is not available for events beginning/ending after 2:00 p.m. - call ext. 4225 to check availability.
* Contact the IT Department for computer/visual setups - ext. 4436.
* Tables and chairs requested by student groups, for small events in the quad, will be located in the Seahawk Center entryway and it is the group’s responsibility to do the setup and return them to that location once the event is over.

All events require a drawing of the setup to be attached to this form.

Submitted by: ___________________________ Date Submitted: ___________________________

Department/Office: ___________________________ Contact Phone #: ___________________________

Student Group - Advisor: ___________________________ Contact Phone #: ___________________________

--------------------------- Do Not Write Below This Line – Facilities Department Use Only ---------------------------

Date Received: ___________ Form Complete □ Setup Attached □ No Setup □ Calendar Booked □