

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> <small>(include setup time until breakdown)</small>	<u>TIME EVENT BEGINS</u>	<u>TIME EVENT 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

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

Athletics – Dean Dowty

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

Academic Affairs - Christine Gomez-Carretero

Tech 110 - Smart Classroom

Student Activities - Heidi Medrano - **MUST SIGN APPROVAL**

Student Union Multi-Purpose Room Conference Room

Heidi Medrano - Approved for use: _____

Music Department - Justin Raines

Music Recital Hall Music Quad Practice Room

Humanities - Juan Baez

Theatre Fine Arts/Theatre Quad

Conference Rooms-President's Office

SSA 214 SSA 219

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

For audio in all locations except Music and Theatre:

Audio: Microphone Cordless Microphone System w/Speakers Aux Cord 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' Department: 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

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

Other: _____