|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **APPROVED ON**: |  |
| **Date of Request** |  | **DENIED: REASON** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** |  | **Contact Person & Number** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date(s) of Activity** |  |  | **Time Activity Begins** |  | **Ends** |  |

|  |  |
| --- | --- |
| **Type of Activity**  **(Brief Description-specify if it is a fundraiser**) |  |
| **Fundraiser Prizes** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **# of students working event** |  | (check one) | **On-campus event** |  | **Off-Campus Event** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Facilities Requested** | |  | | | |  | | **Room (Name/Number)** | | |  | |
| **EQUIPMENT NEED FOR YOUR EVENT (Request for the maintenance equipment will be placed by the Activities Coordinator. Please put the exact number of items needed and specify the size of canopies: Only 2-10x20 canopies).** | | | | | | | | | | | | |
| **Maintenance**  **Equipment** | **Tables** | | **Chairs** | **Canopies**  **(10x10 or 10x20)** |  | |  | | **IT Department**  **Equipment** | **PA System** | | **# of Microphones** |
|  | |  |  | |  |

|  |  |
| --- | --- |
| **Other Equipment**: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Certified Chaperone(s)** |  |  | **Security** | **Yes** |  | **No** |  |

|  |
| --- |
| **APPROVED BY: (The following signatures are required before an activity is approved. A gym facilities request must be filled out before using the Al Baldock Gymnasium; for gym facilities request forms contact Bruce Ferguson)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requester** |  |  | **Advisor** |  |

|  |  |
| --- | --- |
| **Athletics/Gym (if applicable): Kanoe Bandy or Bruce Ferguson** |  |

|  |  |
| --- | --- |
| **Cafeteria (if applicable): Geoff Dunham: Geoff Dunham** |  |
| **(Note: If food is going to be served, the servers must receive appropriate hand washing training from Geoff )** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Interim Vice President of Student Services: Primavera Arvizu** |  |  | **Date** |  |

|  |
| --- |
| COMPLETED forms can be emailed to [mcutrona@taftcollege.edu](mailto:mcutrona@taftcollege.edu) and [leahlovessandi@gmail.com](mailto:leahlovessandi@gmail.com) if it does not require signatures from Athletics or Cafeteria. Myisha will send the forms to the VP of Student Services and will notify the contact person once it has been approved. Forms that must be signed by the above departments should be left in the ASB mailbox located in the mailroom behind the cafeteria. If you have questions, contact the ASB office 661-763-7887. |

*Updated: September 2016*