

Glendale Community College - Office of Student Affairs

CAMPUS ACTIVITY REQUEST

Directions: Complete and submit this form to the Office of Student Affairs at **least one (1) week prior to the planned date** of the event. All activity requests must be approved by the Dean of Student Affairs.

Campus organization making request _____ Today's Date _____

Student in charge of activity _____ Phone # _____

Event description & detail _____

Requested date _____ Day of the week _____ Starting time _____ Ending time _____

Requested location _____

How much will the event cost and how will it be funded? _____

<p><u>Custodial Services</u></p> <p>_____ Number of tables requested</p> <p>_____ Number of chairs requested</p> <p>_____ Number of canopies requested</p> <p>_____ Stage (Subject to availability)</p> <p><small>*FACILITY REQUESTS <u>MUST BE SUBMITTED</u> 1-WEEK PRIOR TO EVENT.</small></p>	<p><u>Other Services</u></p> <p>_____ Music System</p> <p>_____ Microphone/Speaker System</p> <p>Other _____</p> <p>_____</p>	<p><u>Must be requested by club adviser or college employee</u></p> <p>All <u>audio-visual equipment</u> can be requested through Information & Technology Services in LB113.</p> <p>All <u>parking and security services</u> can be requested through Campus Police by a college employee.</p>
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Advisor's signature _____ Phone or ext. _____

-----**For office use only below**-----

_____ Service Contract needed _____ Field trip permit forms needed _____ Vendor/solicitor agreement needed

Stipulations/additional requirements _____

Request on time _____ **Approved** _____ **Denied** _____ **Make appointment to see Dean** _____

Signature - Dean of Student Affairs

Date