Facilities Reservation Request

BY INDIVIDUALS, CLUBS OR ORGANIZATIONS DIRECTLY AFFILIATED WITH CAÑADA COLLEGE ONLY

APPLICATION MUST BE RECEIVED 2 WEEKS PRIOR TO THE DATE OF USE

Your Name: __________________________ Division: ___________________ Phone: __________

Cell Phone: __________ E-mail: ___________ G# __________________

Club/Organization Name: ___________________________________________________________

Event Type: (Check One)   Athletics_____    Film_____     Lecture_____     Meeting_____    Reception_____
Rehearsal_____  Performance_____  Other_________________________________

Please list Event Name/Title:
__________________________________________________________

Please list Event Date(s):
__________________________________________________________

PLEASE INCLUDE SET-UP AND CLEAN-UP TIME

Arrival Time: _______________ A.M. or P.M.    Time Event Begins: ______________ A.M. or P.M.
Time Event Ends: ______________ A.M. or P.M.    Time of Departure: ______________ A.M. or P.M.
Total Hours: ___________________________________________________________

Expected Number Attending: ____________________________________________

Please list Rehearsal Date(s):
__________________________________________________________

PLEASE INCLUDE SET-UP AND CLEAN-UP TIME

Arrival Time: _______________ A.M. or P.M.    Time Event Begins: ______________ A.M. or P.M.
Time Event Ends: ______________ A.M. or P.M.    Time of Departure: ______________ A.M. or P.M.
Total Hours: ___________________________________________________________

Expected Number Attending: ____________________________________________

PLEASE INDICATE THE FACILITY OR FACILITIES REQUESTED:

<table>
<thead>
<tr>
<th>Athletics</th>
<th>Academic Buildings</th>
<th>Fine Arts</th>
<th>Auxiliary Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ Gym</td>
<td>_ Classroom (10-25 capacity)</td>
<td>_ Main Theatre (max capacity 520)</td>
<td>_ Cafeteria (max capacity 270)</td>
</tr>
<tr>
<td>(max Capacity 1550)</td>
<td>_ Classroom (26-45 capacity)</td>
<td>_ Flex Theatre</td>
<td>_ Parking lot</td>
</tr>
<tr>
<td>_ Men’s dressing room with showers</td>
<td>_ Classroom (46-100 capacity)</td>
<td>_ Multipurpose room 3-142 (max capacity 100)</td>
<td>_ Frisbee lawn</td>
</tr>
<tr>
<td>_ Women’s dressing room with showers</td>
<td>_ SMART Classroom</td>
<td>_ Multipurpose room 3-148 (max capacity 75)</td>
<td>_ Front Plaza</td>
</tr>
<tr>
<td>_ Tennis courts (number requested_____)</td>
<td>_ Science Lab</td>
<td>_ Art Gallery/Foyer/Lobby</td>
<td>_ Back Plaza</td>
</tr>
<tr>
<td>_ Baseball Field</td>
<td>_ Computer Lab</td>
<td>__________________________</td>
<td>_ Outdoor Theatre</td>
</tr>
<tr>
<td>_ Soccer field</td>
<td>_ Library</td>
<td>__________________________</td>
<td>_ Quad Area 3, in front of building 9, by horse</td>
</tr>
<tr>
<td>_ Multipurpose building 6 (max capacity 185)</td>
<td>_ Learning Center</td>
<td>_ Quad Area 2, in front of building 9, by Pony Expresso</td>
<td>_ Entrance of building 9</td>
</tr>
</tbody>
</table>

Has this location been reserved? Yes___  No___

Are you having concessions?  Yes___  No___  If yes, please describe________________________

Are you serving food?  Yes___  No___  If yes, please describe_____________________________

Are you selling tickets? Yes___  No___  If yes, how much will you charge?________________

Are you charging attendees a fee? Yes___  No___  If yes, how much will you charge?___________

Are you anticipating Traffic/Parking Needs? Yes___  No___

(If yes, check all that apply):  ___Reserve Parking Spaces # __________    ___Reserve Parking Lot # __________
___Directing Traffic Flow          ___Suspend Parking Regulations (except at metered lots)
SPECIAL REQUIREMENTS NEEDED:

<table>
<thead>
<tr>
<th>LCD Projector</th>
<th>Opaque Projector</th>
<th>Microphones</th>
<th>6' Tables (number requested)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VHS Projector</td>
<td>Theatre Lighting</td>
<td>Music Stands</td>
<td>Chairs (number requested)</td>
</tr>
<tr>
<td>DVD Projector</td>
<td>Theatre Sound System</td>
<td>Podium/Lectern</td>
<td>Barbecue</td>
</tr>
<tr>
<td>Slide Projector</td>
<td>Portable Sound System</td>
<td>Portable Stage</td>
<td>10'x10' Canopy (number requested)</td>
</tr>
<tr>
<td>Overhead Projector</td>
<td>Background Music</td>
<td>Trash Cans (number requested)</td>
<td></td>
</tr>
</tbody>
</table>

Other (Please Specify) __________________________________________________________

Technicians are required for many of the facility rentals. Equipment is not included in facility rental fees. All rental contracts must employ union custodial crew provided by the district. Security fees will apply as well.

Please estimate, initial and return as soon as possible:

Estimated rates: (All are charged at 2 hour minimums)

- Custodial - $52/hr
- Engineering - $55/hr
- Grounds - $56/hr
- Security - $50/hr
- Technician - $45/hr

Custodian $_________________ Engineering $_________________ Grounds $_________________
Security $_________________ Technician $_________________ Total Costs: $_________________

SET-UP DIAGRAM:
(PLEASE DRAW ANY SPECIFIC SET-UP NEEDS YOU MAY HAVE AND/OR ATTACH ADDITIONAL INFORMATION IF NEEDED)

Requestor’s Signature ________________________________ Date ______________

College Accounts need Division Dean’s signature
Trust/Club Accounts need Student Activities Coordinator’s signature

College or Trust/Club Account Number: ___________-_________-_________-_________

Requestor’s Signature ________________________________ Date ______________

Advisor’s Signature ________________________________ Date ______________

Dean/Student Activities Coordinator’s Signature ________________________________ Date ______________

Please send completed application to the attention of Rachel Corrales at corrales@smccd.edu, 650 306-3271.
Application must be received 2 weeks prior to the date of use.