Rancho Santiago Community College District Santa Ana College

INTER-DEPARTMENT FACILITY USE APPLICATION

Administrative Services/Facilities Use ext. 46227

**SUBMIT TO FACILITIES TWENTY (20) WORKING DAYS PRIOR TO EVENT

		D			D . "
(DEPARTMEN	T/DIVISION NAME)	Represented officially	(Must be present for e	entire event)	Ext#:
REBY APPLIES FO	R USE OF THE FOL	LOWING FACILITIES	S SUBJECT TO DI	STRICT RULES	AND REGULATIONS
DATE	FACILITY REQUESTED	FACILITY GIVEN	BEGINNING TIME	ENDING TIME	**ATTENDANCE
	TITH EXPECTED A EVENT REQUEST"	TTENDANCE EXCE FORM	EDING 100 MUST	Γ ALSO COMP	LETE THE DISTRIC
TYPE OF ACTIVIT	ΓΥ:				
DESCRIPTION OF	EVENT:				
Set-Up Required: _	Yes No If ye	s, please list quantity:			
Tables (4x6)	Chairs *Please	e provide diagram for la	arger set-ups		
Will Food Be Serve	d?: Yes No	Catered Dropp	oed off Other		
l individuals o	rouns or organiz	ations in their u	se or occupancy	of District	nronerty shall
mply with all la	ws, policies and	l regulations. Fa			
e event by a Dis	trict Representa	tive.			
plicant Signature:			Date:		
	******	OO NOT WRITE BEL		******	******
surance Required: G.L.	¢ pn		FEES: Custodial	\$ (a	annrovimata)
U.L.	φ r.D.			\$(a	
surance Recv'd:			Media Tech.	\$ (a	approximate)
			Stage Tech.	\$(a	approximate)
CCOUNT#			TOTAL	\$(a	approximate)
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APPROVAL	IS NOT GRANT	'ED UNTIL SIGN	ED COPY IS	RETURNED :	TO REQUESTOR
P - Admin Services:			Permit for use granted on		