

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**

Date of Application _____

1. _____ Represented officially by: _____ Ext. #: _____
 (DEPARTMENT/DIVISION NAME) (Must be present for entire event)

HEREBY APPLIES FOR USE OF THE FOLLOWING FACILITIES SUBJECT TO DISTRICT RULES AND REGULATIONS

DATE	FACILITY REQUESTED	FACILITY GIVEN	BEGINNING TIME	ENDING TIME	**ATTENDANCE

****ALL REQUESTS WITH EXPECTED ATTENDANCE EXCEEDING 100 MUST ALSO COMPLETE THE DISTRICT SAFETY "SPECIAL EVENT REQUEST" FORM**

3. TYPE OF ACTIVITY: _____

4. DESCRIPTION OF EVENT: _____

5. Set-Up Required: ___ Yes ___ No If yes, please list quantity:
 ___ Tables (4x6) ___ Chairs *Please provide diagram for larger set-ups

6. Will Food Be Served?: ___ Yes ___ No Catered _____ Dropped off _____ Other _____

All individuals, groups or organizations in their use or occupancy of District property shall comply with all laws, policies and regulations. Failure to comply will result in cancellation of the event by a District Representative.

Applicant Signature: _____ Date: _____

*****DO NOT WRITE BELOW THIS LINE*****

Insurance Required:
 \$ _____ G.L. \$ _____ P.D.

Insurance Recv'd: _____

ACCOUNT# _____

FEES:
 Custodial \$ _____ (approximate)
 Safety Officer \$ _____ (approximate)
 Media Tech. \$ _____ (approximate)
 Stage Tech. \$ _____ (approximate)
 TOTAL \$ _____ (approximate)

APPROVAL IS NOT GRANTED UNTIL SIGNED COPY IS RETURNED TO REQUESTOR

VP - Admin Services: _____ Permit for use granted on _____