ACTIVITY EVENT APPROVAL FORM

THIS FORM MUST BE IN THE OFFICE A MINIMUM OF AT LEAST (4) FOUR WEEKS PRIOR TO THE EVENT!

Sponsor Club: __________________________ / __________________________ / __________________________

Name of group Print Requestors Name Email

Advisor(s) Responsible for event: __________________________ / __________________________ / __________________________

Print Name Ext Email

(ADVISOR MUST BE PRESENT FOR ENTIRE EVENT)

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

AND HEREBY MADE PART OF CONDITION UNDER WHICH PERMISSION IS GRANTED.

**TYPE OF ACTIVITY (banquet, forum, speaker, etc.):

Expected Attendance: __________ Admission Fees (If Applicable) $__________________

Proceeds used for: __________________________________________________________

**DATE OF EVENT: __________________________ LOCATION: __________________________

Event Beginning Time: __________________________ Event Ending Time: __________________________

If you need to get in earlier for set-up what time: __________________________ am/pm; For Clean Up: __________________________ am /pm

**SET-UP REQUIRED: yes________ no________ How many tables: _______ chairs: _______ (for initial R25 request)

If yes, hard copy of set-up must be submitted to Student Activities and Facilities at least one week prior to event

**If you need Media Services (ie: sound, mics, equipment) the Advisor needs to fill out a Media Services Request form a minimum or at least three weeks prior to the event. So plan ahead!! The form is found at www.cerritos.edu/mp, then click on “Requests”, then click on “Service Request”. Once Advisor receives the confirmation then a copy of the confirmation must be turned into Student Activities a minimum of at least one week in advance of event.

Using Media Services for the event: Yes _______ No _______

**Food Sales: ______Yes ________No Who is preparing food? _______Vendor ______Self/Club

CLUB/ORGANIZATION PRESIDENT AND ADVISOR PLEASE SIGN BELOW:

All individuals, groups or organizations in their use or occupancy of District property shall comply with all laws,
policies and regulation. Failure to comply will result in cancellation of the event by a District Representative and
possible sanctions per the Cerritos College Standards of Conduct.

Club President/Designee: __________________________ / __________________________ / __________________________

Print Name Signature Date

Advisor: __________________________ / __________________________ / __________________________

Print Name Signature Date

(APPROVAL IS NOT GRANTED UNTIL SIGNED COPY AND FACILITY CONFIRMATION IS RECEIVED BY REQUESTOR OR ADVISOR)

Do not complete plans for your event until this form has been approved

All Publicity must be Approved by the Office of Student Activities Prior to distribution.

Please call Student Activities Office within 72 hours if activity is to be cancelled.

**Failure to do so may result in penalty fees being charged to the sponsoring club.

STUDENT ACTIVITIES OFFICE APPROVAL SECTION

Request Granted: ______ Request Denied: ______ By: __________________________ Date: __________

Reason for Denial: __________________________

CERRITOS COLLEGE
Permit to use Facilities and Campus Resources

Campus Services

Sponsor Group: ____________________________ / ____________________________ / ____________________________
Name of group / Print Requestors Name / Email

District Employee/Advisor(s) Responsible for event: ____________________________ / ____________________________ / ____________________________
Print Name / Ext / Email

(DISTRICT EMPLOYEE/ADVISOR MUST BE PRESENT FOR ENTIRE EVENT)

Type of Activity: ____________________________ Date of Event: ____________________________ Location: ____________________________

Start Time of Event: ____________________________ (please include set-up) End Time of Event: ____________________________ (please include clean-up)

1. Facilities: Custodial needs for event. Depending on the size, date and time of the event extra people may be needed to set-up and clean-up the event. District Employee needs to contact facilities to determine if there would be extra costs to cover custodial. To help keep cost down, have a set-up and clean-up group assigned to the event from your club.

2. Campus Police: Contact the Chief of Campus Police: The Chief will determine if on-duty department personnel will be enough or if extra personnel will be needed to cover for the event.

3. Media Services: Do you need sound? Microphones, speakers, access to the sound equipment in the Student Center? If you need any of the services listed below you will need a District Employee/Club Advisor to go on the website at www.cerritos.edu/mp to fill out a Media Services Request Form. Important: This form needs to be filled out and submitted online a minimum of at least three weeks prior to any on campus event. The Employee/Club Advisor who submits the form will receive an email confirmation of the event and notification if any additional charges would incur due to the time and needs of the event.

   Sound System with:
   **Basic Set-up**
   *microphones (one or more, wired or wireless) *microphone stand(s)
   *DVD/CD Player *Laptop *DVD/TV monitor on cart *LCD Projector
   *ScreenExt. Cords *Sound Integration of an ipod(s), cd/dvd players or laptop

   **More Technical Setup**
   **Multiple Microphones requiring a mixer and possible a technician
   **Sound integration with multiple sources

   **Important: Sponsoring organizations are responsible to either collect and return all equipment or wait until Media Services arrives at the end of the event to collect the equipment. Failure to do so will result in charges to replace lost or damaged equipment.

   *If equipment is damaged or broken during the event please make sure Media Services know about the problem at the end of the event.

4. FEES: (Need to confirm with each department how much if any fees will be charged for the event:

   Custodial: $______________ (approximate) Facilities: ____________________________ / ____________________________
   SIGNATURE DATE

   Campus Police: $______________ (approximate) Chief Campus Police: ____________________________ / ____________________________
   SIGNATURE DATE

   TOTAL COSTS: $______________ (approximate)

Return completed form with all signatures to Student Activities at least one week prior to the event.
Using Media Service make sure to return a copy of the confirmation email to Student Activities at least one week prior to the event.

Failure to return this form to Student Activities at least one week prior to event may result in the event being cancelled.