East Los Angeles College

Student Activities Office F5-212

1301 Avenida Cesar Chávez, Monterey Park CA 91754Tel (323) 265-8742 Fax (323) 265-8622

Student Facility Request - Preapproved ASU Locations

Incomplete applications will NOT be accepted. Any and all forms of club promotions and/or fundraisers must have **10 business days** advance notice.

Section A:

Club Advisor must be present during the ENTIRE event. 3 Club members need to pass Food prep test prior to food sales for the year.

Club/Organization/Dept./Other

Co-Sponsor (if applicable)

Type of promotion/Fundraiser

(Be specific: Flyer Distribution, pizza, hot dogs, etc.)

Location request: Select one

☐ D5/D1 ☐ F7/F5

☐ H9 ☐ E3 (Packaged food items only)

Date(s) of event

Time (**Include setup/clean-up time**)

Section B:

Indicate all that apply.

☐ Event in which minors are attending - adult supervision is required.

☐ Food Sales-Food Prep test requirements have been met.

☐ Concerts, Poetry Readings, etc.

IMPORTANT: Please Initial.

_____**All event hosts need to clean up after the event. Minimum 30 minutes clean up time after event ends. Latest event end time is 10PM. If requesting a later end time, approval must come from the President's Office.**

_____**Any major events (i.e. concerts, all events after regular office hours) require security services. There is a fee that needs to be settled with the President's Office.**

By signing below, you agree that you understand and will follow the guidelines indicated. **Remember that the use of school facilities is a privilege not a right**. We reserve the right to revoke those privileges at any time if policies are not followed.

Advisor (Print) | Advisor Signature (Required) | Ext/Phone # | Date

Club President (Print) | Club President Signature | Phone # (**Required**) | Date

☐ Event Approved ☐ Not Approved ☐ Pending

Comments:_____

Associate Dean/ASU Advisor:_____ _____

Signature Date

Date Sent:_____ ☐ Student Services ☐ Administrative Services ☐ Sheriff's Dept. ☐ Operations Dept.

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Borrowed Items Request

Borrowed items need to be returned by club/department promptly following event.

Club/Organization/Dept./Org: _____

Date(s) of borrowing items: _____

Email: _____

Pick-Up Time: _____ Return Time: _____

To be completed when picking up items:

Person Responsible **(Sign and Print name when checking out items)**: _____

Student ID# (**When checking out items)**:_____

Ext. # / Phone #: _____ Email: _____

Shaded Area Office Use
List the quantity of the items needed below:

Items Available	Quantity Requested	Item Number/s Checked OUT	Item Number/s Checked IN	Staff Initial Out - In
Canopies				-
Extension Cord				-
Ice Chest				-
Cash Box				-
Tables				-
Chairs				-
PA System				-
Projector				-
Screen				-
Plastic Cart				-
Other:				-

Based on availability, all items may be a maximum of 1 per club. Each item listed above is available for clubs based on availability on a first come first served basis and a completed application.

Note: Items that are checked out for events ending after our office hours must be secured. If procedures are not followed and equipment is missing, your club will be held accountable. We reserve the right to request advisor's signature. *Be advised that a hold will be placed on student records for items not returned.*

_____ _____ _____ _____
Signature of person responsible (i.e. Advisor, club president) Print Name Title Date

Office Use

Approved: YES NO _____ _____
Dean of Student Activities/ASU Advisor Date

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