

East Los Angeles College

Student Activities Office G8-119

1301 Avenida Cesar Chavez, Monterey Park CA 91754

Tel (323) 265-8742 Fax (323) 265-8622

Student Facility Request

Incomplete applications will **NOT** be accepted. Any and all forms of club promotions and/or fund raisers must have an **8 working day** in advance notice.

Section A:

Club Advisor must be present during the ENTIRE event (except food sales).

Club/Organization/Dept./Other	Co-Sponsor
Type of food selling- be specific (pizza, nachos, hot dogs, etc.)	Location (i.e., Library, Foyer)
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-all members involved have viewed food handling videos and completed *Food Service Application*. **(Request must be 8 working days in advance)**
- Concerts, Poetry Readings, etc. **(Request must be 8 working days in advance)**. Club advisor must be present at all times during the event.

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.**
- _____ **If requesting the Auditorium Foyer, additional paperwork must be obtained from Administrative Services 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/Date _____ Not Approved/Date _____

Comments _____

Associate Dean/ASU Advisor: _____
Signature Date

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

We reserve the right to change policies and/or procedures without notice

Borrowed Items Request

Borrowed items need to be returned within 24 hours or the next business day.

Please print clearly.

Club/Dept./Org: _____

Person Responsible (i.e. Advisor, club president): _____

Student ID# (if applicable): _____ Email: _____

Ext. # / Phone #: _____ Cell #: _____

Date(s) of borrowing items: _____

Pick-Up Time: _____ Return Time: _____

Check off the items needed below

Items Available	Quantity
Canopies	
Grills	
Extension Cord	
Ice Chest	
Cash Box	
Tables	
Chairs	
PA System	
projector	
screen	

Grill, Ice Chest, & Cash Box are limited to 1 per club (No more than 2 canopies per club, if available) Clubs please note that each item listed above is available for clubs based on availability on a first come first serve 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 advisors 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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