

SRJC FACILITY USE REQUEST

Event Name: _____

Event Date(s): _____

Event Time: _____

Organizer Name & Organization: _____

Organizer Contact Phone No. & _____

Email _____

Site: Santa Rosa Petaluma Roseland Shone Farm

Event Location/Building- room number(s): _____

Attendees: Employees Students Public

Estimated Number of Attendees: _____

Employees On Site: _____

Warehouse (Folding tables, chairs, BBQ): _____

Custodial Needs (Setup, canopies, garbage, etc.): _____

Media Needs (Media techs, PA, lectern, mic, video, etc.): _____

District Police Needs (Gate, Doors, Traffic Control, Security, etc.): _____

Parking Needs: _____, Yes No

Other Services (IT- computer/network, PR- photographer, etc.): _____

Additional Information: _____

All Facility Use Requests must be made at least six weeks in advance and approvals must be given before event can occur. This will allow for enough time to confirm resources or advertise your event

Required District Event Request Protocols

Anyone requesting any facility space must complete the Facility Use Request Form and submit for review and approval to the Facility Use and Event Support Services Department

- Please contact Javier Rodriguez Aguilera at jrodriguezaguilera@sanatrosa.edu for any facility use needs. He will collect all the required information and ensure the appropriate reviews take place.
- The review and approval process can take 20 to 25 working Days, please allow this time for proper processing. Requests made 15 or less working days can not be processed unless urgent consideration is granted by our Administration. Requests submitted less than 10 working days can't be processed and won't be received.

FINAL APPROVAL	President's Cabinet	President's Cabinet
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