



San Mateo County Community College District

Request for Use of Facilities

Canada College
 4200 Farm Hill Blvd.
 Redwood City, CA 94061
 (650) 306-3100

College of San Mateo
 1700 West Hillsdale Blvd.
 San Mateo, CA 94402
 (650) 574-6161

Skyline College
 3300 College Dr.
 San Bruno, CA 94066
 (650) 738-4100

District Office
 3401 CSM Dr.
 San Mateo, CA 94402
 (650) 574-6550

Applicant Information

Application Date: _____ Profit _____ Non-Profit - *Non-Profit ID/EIN:* _____

Name of Applicant/ Organization: _____

Is this an internal college event? No Yes – *If yes, requesting division/ department:* _____

Authorized Representative: _____ Office Phone: _____ Cell Phone: _____ Fax: _____

Day of Event Contact: _____ Office Phone: _____ Cell Phone: _____

Street Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

Facility Use/ Event Information

Name/ Nature of Event: _____

Event Date(s): _____

Arrival Time:	Event Start Time:	Event End Time:	Departure Time:	Total Hours:

Facility/ Room to Rent: _____

Note: If you are requesting to reserve the Theater, you must complete the Theater Facilities Request Addendum found at the end of this application.

Additional Facility/ Room to Rent: _____

Additional Facility/ Room to Rent: _____

	Adults (over 18)	Minors (under 18)	Total
Estimated Attendance :			
Spectators :			
Total Attendance :			

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Check the box if you are:

Collecting admission or sales – *For what purpose are the funds used?*

Serving food – Please describe:

Providing concessions – Please describe:

Serving alcohol

Having minors in attendance

Needing parking information

Multi-day event

Having live music

Media Equipment - Check the box and enter amount required.

DVD player

Projector

MP3 connector

Projection screen

Sound system

Monitor/TV

Microphone

Other:

Furniture – Check the box and enter amount required.

Chair

6 foot table

Podium/ Lectern

8 foot table

Stage

Other:

Round table

Special Arrangements:

The applicant understands and agrees this application is not a confirmation of facility use and that the date(s) for the event will not be confirmed until the application has been reviewed and approved by College. Upon approval by College, the applicant will be required to sign the District’s Facilities Use Agreement to finalize the application. This application is not valid unless a Facilities Use Agreement, signed by both the Permittee and the District, is attached. Total estimated fees are based on information provided by the applicant. Applicant is responsible for actual fees incurred. Any additional fees will be invoiced and will be due upon receipt.

Applicant Signature:

Date:

San Mateo County Community College District

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For SMCCCD Use Only

Account Number (FOAP):

- 1.
- 2.
- 3.

Facilities Assigned:

- 1.
- 2.
- 3.
- 4.
- 5.

Personnel Requirement (All staff charges will be at a two hour minimum):

Type	# of Staff	Estimated Fees	Type	# of Staff	Estimated Fees	Type	# of Staff	Estimated Fees
Security			Technician			Grounds		
Custodial			Special Tech.			Other:		

Total Estimated Fees:

Application	Facilities Rental	Personnel	Equipment	Other	Total Est. Fees

College Supervisor Signature:

Date:

V.P. of Instruction/ V.P. of Student Services Signature:

Date:

V.P. of Administrative Services Signature:

Date:



Theatre Facilities Rental Request Addendum

Event Type:

Expected number in attendance: **For rehearsals**

For performances

List Event Date(s): If your event exceeds 3 days, use the additional sheet at end to complete.

Date 1:	Set-up		Rehearsal	Performance/Event	
Arrival Time:	A.M.	P.M.	Time Event Begins:	A.M.	P.M.
Time Event Ends:	A.M.	P.M.	Time of Departure:	A.M.	P.M.
Total Hours:					

Date 2:	Set-up		Rehearsal	Performance/Event	
Arrival Time:	A.M.	P.M.	Time Event Begins:	A.M.	P.M.
Time Event Ends:	A.M.	P.M.	Time of Departure:	A.M.	P.M.
Total Hours:					

Date 3:	Set-up		Rehearsal	Performance/Event	
Arrival Time:	A.M.	P.M.	Time Event Begins:	A.M.	P.M.
Time Event Ends:	A.M.	P.M.	Time of Departure:	A.M.	P.M.
Total Hours:					

INDICATE THE THEATRE SPACE THAT YOU WILL USE (CHECK ONE):

FULL STAGE

FRONT OF MAIN CURTAIN ONLY

Additional Spaces Required (please check all that apply):

Foyer/Lobby- For use other than basic lobby – ie. Refreshments, merchandising, separate event

Box Office – For selling tickets

Room 142 – classroom with moveable tables and chairs – capacity 60

Room 148 – classroom with tiered, fixed tables and chairs – capacity 73

Room 104 – classroom with moveable tables and chairs – capacity 30

Room 117 – classroom with moveable tables and chairs – capacity 30

Other

TECHNICAL REQUIREMENTS NEEDED (Please check all that apply):

Stage	Lighting	Sound	Audio Visual
Main Curtain	Basic House Plot-- Includes areas and some specials	Microphones How many?	DVD Projection
Black Masking	Additional specials	CD Playback	VHS Projection
Cyc	Additional Color	MD Playback	Computer Projection
½ Stage Traveller	Special focusing	Cass Playback	Video feed
Fly system (drops etc.)	Spotlight	Monitor speakers	
Scenery on stage	Patterns	Audio feed	
Podium		Backstage monitors	
Portable risers (3'X8') How many?	Other		
Chairs- How many?			
Tables (30"X6') How many?			
Acoustical Shells			
Music Stands			

