



For Cañada College Internal & ASCC Events ONLY
 San Mateo County Community College District
 Request for Use of Facilities

- | | | | |
|--|---|---|---|
| 1. Cañada 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

2. Application Date:
3. Is this an ASCC/Club event? *Yes* *No*
4. Name of Club/Department:
5. Club Advisor/Event Contact: 6. Office Phone: 7. Cell Phone: 8. Email:
9. Club Advisor 'G' Number:
10. Day of Event Contact: 11. Office Phone: 12. Cell Phone: 13. Email:

Facility Use/ Event Information

14. Name of Event: 14a. Type of Event: Select One:
- 14b. Description of Event Activities:
15. Event Date(s):

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

17. Facility/ Room to Rent:
18. Additional Facility/ Room to Rent:
19. Additional Facility/ Room to Rent:

		Adults (over 18)	Minors (under 18)	Total
20.	Estimated Attendance :			
21.	Spectators (if sports event):			
22.	Total Attendance :			

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23. Check the box if you are:

- a. Collecting admission or sales – *For what purpose are the funds used? Have you completed a fundraiser approval form?*
- b. Serving food – Please describe:
- c. Selling concessions – Please describe:
- d. Having live music
- e. Having minors in attendance
- f. Multi-day event

24. Media Equipment - Check the box and enter amount required.

- | | |
|---|----------------------|
| a. DVD player | e. Projector |
| b. MP3 connector | f. Projection screen |
| c. Sound system portable | g. Other |
| d. Microphone cordless | |

25. Furniture – Check the box and enter amount required.

- | | | |
|--------------------|-----------------|--------------|
| a. Chair | e. 6 foot table | g. Trash Can |
| b. Podium/ Lectern | f. 8 foot table | h. Canopy |
| c. Stage | i. Other: | |
| d. Round table | | |

26. Special Arrangements / Attach diagram for event layout details:

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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.

- 27. Club Advisor/Event Contact: Date:
- 28. College Supervisor: Date:
- 29. Student Life & Leadership Manager:
(applicable if student club event) Date:
- 30. Vice President of Student Services:
(applicable if student club event) Date:

The College Supervisor or Vice President of Student Services should complete the Account Number to be applied to this event.

- 31. Account Number (FOAP):
 - 1.
 - 2.
 - 3.
- 31a. Apply College Events Fund:
FOAP:

----- **The Facilities Rental Office will complete the sections below.** -----

- 32. Facilities Assigned:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
- 33. Insurance:

This event includes persons attending who are not directly affiliated with the College and/or the level of risk associated with planned activities are beyond the District's standard coverage. Additional insurance may be required.

Yes No

34. 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:		

35. Total Estimated Fees:

Application	Facilities Rental	Personnel	Equipment	Other	Total Est. Fees

- 36. Vice President of Administrative Services: Date:
(Signature required when using Special Events Funds and/or when additional insurance is necessary.)