LOS ANGELES CITY COLLEGE
CAMPUS ACTIVITY REQUEST

DEPT./OFFICE ________________________________ DATE __/__/___

CONTACT PERSON_______________________ TEL. X_________

TITLE OF ACTIVITY_______________________________

PURPOSE OF ACTIVITY__________________________________________

__________________________________________________________________

FACILITY REQUESTED_______ QUAD ___ PARKING yes / no # of spaces___

NUMBER OF PARTICIPANTS ANTICIPATED________

REQUESTED DATE/S___________ Start time________

End time_______

Prep time________

Admission Charged /Yes/ /No/

Donation Solicited /Yes/ /No/

General Public Invited /Yes/ /No/

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REQUIREMENTS:

Custodial_____________ Cost $____

Security_______________ Cost $____

Audio/Visual_____________ Cost $____

Air/Heater_______________ Cost $____

Waiver of Custodial Costs (check if desired)

{} Permittee agrees to return facilities to their original state in order to qualify for a
waiver of custodial fees. Failure to restore facilities to their original state will necessitate
payment of $____ payable to LACC, no later than 48 hours after the event.

SignatureX_____________ Date_______

X______________________ Date_______

Faculty/staff in charge Department Chairperson

X______________________ V.P. ADMINISTRATION/Campus Reservations

X______________________ Dean of Student Life
** A MINIMUM OF (2) WEEKS NOTICE IS REQUIRED **

FACILITY USAGE CHECKLIST

1. The location is reserved through the proper office/department.

2. Campus Activity Request form is completed and submitted to the Administrative Services office (AD 224). The Administrative Services office distributes weekly calendar of events. The information provided on this form helps to have accurate information for the weekly calendar.

3. Please contact appropriate departments for services listed below.

   a. Did you specify your needs for this event on the campus Activity Request form? Attach a set up plan if necessary.

   b. Did you arrange for a public address system set up with the Instructional Multimedia Center (FH 107, Ext. 2870)?

   c. Did you reserve vehicle parking for your participants with the Sheriff’s office - AD 115, tel. (323) 662-5276?

   d. Did you arrange for any technical assistance with Plant Facilities office (ext. 2083 or 2093)? (Example: electrical hook up or technical help).

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NOTE: The above checklist applies only if requests are for facility use other than regular instructional activities. Outside groups requesting the use of College Facilities must contact the Admin Services office (AD 224) ext. x2086.