

Oxnard College
FACILITIES REQUEST FORM

This form is to be used when requesting a reservation for both on and off-campus facilities for college-affiliated events and college committee meetings. All events are entered into a Master Calendar to ensure facility availability and to prevent scheduling conflicts. **This form must be submitted at least 15 working days prior to the event.**

DATE OF EVENT: _____ **FROM:** _____ a.m./p.m. **TO:** _____ a.m./p.m.

EVENT: _____

ON-CAMPUS LOCATION: _____

OFF-CAMPUS LOCATION: _____

OPEN TO THE PUBLIC? ___ YES ___ NO **AMOUNT OF ADMISSION, IF ANY:** _____

ESTIMATED ATTENDANCE: _____

FOOD and/or REFRESHMENTS? ___ YES ___ NO

NAME OF EVENT COORDINATOR AND/OR CLUB: _____

PARTNER ORGANIZATIONS: _____

BUDGET SOURCE (FOAP/FUNDING): _____ **PHONE NUMBER:** _____

EMAIL ADDRESS: _____ **TODAY'S DATE:** _____

PLEASE ROUTE THROUGH THE FOLLOWING:

Applicant	Date	Calendar Manager	Date
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Vice President, Student Services	Date	Vice President, Business Services	Date
Vice President, Academic Affairs			

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SERVICES AND EQUIPMENT

MAINTENANCE AND OPERATIONS (for on-campus events only):

Extra Chairs Needed: _____ Tables Needed: _____ Extension Cord(s): _____ Canopy: _____

Other Services Needed: _____

IT (for on-campus events only):

Overhead Projector: _____ Portable P.A. System: _____

Microphone(s) W/stand: _____ Table Microphone(s) w/stand: _____

PERFORMING ARTS BUILDING:

Standard Setup (120, tables, chairs, stage & podium): _____ No stage Setup (180, tables & chairs): _____

Auditorium Setup (260, chairs only): _____ Classroom Setup (80, small tables & chairs): _____

***Any request other than the Standard Setup will have a \$150 setup fee**

SUBMIT THIS FORM TO BLANCA BARRIOS – ADMIN BLDG #202 – Academic Activities Events

SUBMIT THIS FORM TO VICTOR PANTOJA – ADMIN BLDG #244 – Weekly /Weekend Events