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 onto Master Calendar to ensure facility availability and to prevent scheduling conflicts. **This form must be submitted at least 10 working days prior to event if services are required from Maintenance & Operations, Media center or Public Information Office; if no services are required, this form must be submitted 5 working days prior to event.**

DATE OF EVENT: _____ From _____ a.m./p.m. To _____ a.m./p.m.

EVENT: _____

_____

ON-CAMPUS LOCATION: _____
(Check with Office of Instruction for room availability.)

OFF-CAMPUS LOCATION: _____

OPEN TO THE PUBLIC? ____ YES ____ NO AMOUNT OF ADMISSION, IF ANY _____

ESTIMATED ATTENDANCE: _____

NAME OF APPLICANT AND/OR CLUB: _____

TODAY'S DATE: _____ PHONE NUMBER: _____

FOR STUDENT ACTIVITIES ONLY, PLEASE ROUTE THROUGH THE FOLLOWING:

_____ _____
Club Advisor Date Student Activities Specialist Date

_____ _____
Vice President of Student Services Date Master Calendar Manager Date

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SERVICES AND EQUIPMENT

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

Extra Chairs Needed: _____ (number) Tables Needed: _____ (number)

Other Services Needed: _____

_____

MEDIA CENTER (for on-campus events only):

Overhead Transparency Projector ____ 35mm Slide Projector ____ 16mm Movie Projector ____

Extension Cord(s) ____ How many? _____ (Note: You are required to pick up and return them.)

Lecturnette (Portable P.A. System) ____ Microphone(s) w/stand (LA-6 only) ____ Table Microphone(s) w/stand (LA-6 only)____

½" VHS Player/TV ____ ½" Betamax Player/TV ____ 3/4" Video Player/TV ____

SUBMIT ALL COPIES OF THIS FORM TO THE INSTRUCTION OFFICE (MASTER CALENDAR)

White - Master Calendar File Canary - Campus Police Pink - Requester Xerox Copies - M&O/Media Center