

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

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) _____

1/2" VHS Player/TV _____ 1/2" 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