

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 a Master Calendar to ensure facility availability and to prevent scheduling conflicts. **This form must be submitted at least 15 working days prior to 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 APPLICANT AND/OR CLUB: _____

EMAIL ADDRESS: _____

TODAY'S DATE: _____ **PHONE NUMBER:** _____

PLEASE ROUTE THROUGH THE FOLLOWING:

<p>1. _____</p> <p>Applicant Date</p>	<p>3. _____</p> <p>Master Calendar Manager Date</p>
<p>2. _____</p> <p>Vice President, Student Services Date Vice President, Academic Affairs</p>	<p>4. _____</p> <p>Vice President, Business Services Date</p>

SERVICES AND EQUIPMENT

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

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

Extension Cord(s) _____ (number)

Other Services Needed: _____

IT (for on-campus events only):

Overhead Projector _____ Portable P.A. System _____ Microphone w/stand _____

Portable P.A. System _____ Microphone(s) w/stand _____ Table Microphone(s) w/stand _____

PERFORMING ARTS BUILDING:

<p><i>Standard Setup</i> (120, tables, chairs, stage & podium) _____</p>	<p><i>No Stage Setup</i> (180, tables & chairs) _____</p>	<p><i>Auditorium Setup</i> (260, chairs only) _____</p>	<p><i>Classroom Setup</i> (80, small tables & chairs) _____</p>
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**Any request other than the Standard Setup will have a \$150 setup fee*

SUBMIT THIS FORM TO BLANCA BARRIOS – ADMIN BLDG #202 – *Weekly Daytime Events*
SUBMIT THIS FORM TO DARLENE INDA – ADMIN BLDG #244 – *Evening/Weekend Events*