

Sacramento City College – Club Facility Request

Club Requests to reserve a room are processed through the Student Leadership and Development office (SLD). SLD staff will assist members in facility selection, the planning process and completing the request. Completed paperwork must be returned to the SLD office for approval.

- **Please allow a minimum of five (5) business days for processing standard facility requests (events that do not require set ups).**
- **Events requesting set ups:** Requests requiring custodial services relative to your event must be indicated on page three (3) of the Club Facility Request Form. Requests need to allow a minimum of fifteen (15) business days notification for set ups.
- **Set up revisions** must be submitted no later than five (5) business prior to event. Previously submitted and confirmed Rain Plan options are accepted up to twenty-four (24) hours before event
- Standard **Media Requests** require a minimum of fifteen (15) business days for processing. Requests for Custom Media set ups require a minimum of thirty (30) business days for processing
- **Food Services:** If you are having food at your event, please contact City Café at least fifteen(15) business days prior to event date to coordinate your food service needs.
- If your event needs to be **changed or cancelled**, please notify Student Leadership and Development as soon as possible.
- Although rare, changes to confirmed reservations may occur to accommodate higher priority activities (e.g., moving an event's date/time/location to accommodate a credit class, high priority events, interviews, etc.)
- Per Los Rios Community College District Regulation 1411, 1.1.2, the Club advisor or a District/College employee must directly supervise the event or function for the duration of the activity.

Event/Activity: _____

Date: _____ Day of the Week: _____ Start Time: _____ End Time: _____

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Facility (ies) Requested:

Classroom: _____

Student Center

City Café #1

Smart Room: _____

Art Court Quad

City Café #2

PAC 106 (Little Theatre)

Quad

LRC 105

Performing Arts Center

Quad Stage

RHN 258

North Gym

Concrete Table

Other: _____

South Gym

Gazebo

Rain Option: _____

Activity Details:

Number of Participants: _____

Food: *Yes No Provided by City Café

**City Café (Aramark) has contractual, exclusive food service rights for catering and food service in the Los Rios District. Three weeks prior notification for food service needs must be provided to City Café (Aramark). Contact City Café at (916) 558-2251 or (916) 558-2252 to coordinate food service needs.*

Setup: Yes (if checked please complete Page 3) No

Please make sure that all requests for custodial services relative to your event are indicated on page 3 of the Facilities Use Request Form. Requestors will need to allow a minimum of fifteen (15) business days for events requiring setups.

Club Name: _____ **Date Submitted to SLD:** _____

By signing below, the Club Advisor or Co-Advisor who is a District/College employee will directly supervise this event or function for the duration of the activity. (Los Rios Community College District Regulation 1411, 1.1.2)

Club Advisor Signature: _____ **Ext./Cell Phone:** _____ **Date:** _____

Student Leadership & Development Approval: _____ **Date:** _____

Sent to Operations: _____ **Request Approved:** _____ **Emailed to Advisor:** _____

Custodial Requirements

_____ Table(s) (3' x 6')

_____ Chairs

_____ Tablecloths

_____ Canopy (ies)

6' x 8' Stage

12' x 16' Stage

12' x 24' Stage

Quad Stage

Garbage Can(s) Regular

Extension Cord 4 Prong

Extension Cord CA Flag

USA Flag

Other _____

Other _____

Instructional Media

If your event requires media equipment (projectors, video cameras, etc.) you can reserve the equipment and pick up from Instructional Media in LRC 141.

Media Services

If your event requires audio or visual support you will need to complete the Media Services Support Request Form.

- *Tablecloths are available for indoor events only.*
- *Canopies are not available during inclement weather.*

Please indicate arrangements of tables/chairs and/or other custodial needs on this diagram if applicable.



Additional Information:
