

College of San Mateo Internal & ASCSM Events Only

CHECKLIST

1.	Complete the Request for Use of Facilities application form <u>at least 2 weeks in advance of your event date.</u>	<input type="checkbox"/>
2.	Obtain all required signatures for completion.	<input type="checkbox"/>
3.	Include a diagram which shows the specific event layout for your event.	<input type="checkbox"/>
4.	Identify the Account Number (FOAP) -- Item 31.	<input type="checkbox"/>
5.	Mention any special arrangements -- Item 26.	<input type="checkbox"/>

INSTRUCTIONS

1. Place a check at the top to identify that this is a College of San Mateo request.
2. List the date you will be submitting the form to the Facility Rentals office.
3. Indicate whether this is an ASCSM/Club organized event.
4. Name of Club, or Department, or Organization, example Astronomy Club or EOPS or Math Dept.
5. Who is the Club Advisor or College department employee submitting the request? This should not be a student.
6. List the office number or extension of the club advisor or department employee submitting the request.
7. List their cell number so if they are not always in the office, if we have questions we can still contact the club advisor or dept. employee who submitted the request.
8. List the club advisor's or dept. employee's email address who submitted the request.
9. Identify G number (this should be the club advisor's or department contact's G number, not a student).
10. List who will be present and in charge on the day of the event. This must be an employee of the College, not a student.
11. List the office number or extension of who will be present and in charge on the day of the event.
12. List the cell number of who will be present and in charge on the day of the event.
13. List the email address of who will be present and in charge on the day of the event.
14. What is the name of your event.
- 14a. Select whether your event is political, social, or educational in nature.
- 14b. Describe what activities people will engage in during event, e.g. sitting listening to lecture, or groups listening to music and making art expressions with paint, or cooking demonstration
15. List the dates of the event: please include the day. For example, Saturday, March 25, 2017. If you have multiple dates you can include a separate paper that lists the multiple dates, days, times. (See sample paper on pg. 4).

16. List the arrival time, event start time, event end time, and departure time, total hours the event will last. If you have multiple dates, you can include a separate paper that lists the multiple dates, days, times. (See sample paper on pg. 4).
17. If you know which room or location you are requesting please list it in this section. If you have multiple rooms for different dates and times, please include it on a separate paper that lists the multiple rooms, dates, times, etc. (See sample paper on pg. 4). If you do not know which room(s) you need, please list the date(s), time(s), estimated number of people coming, and describe what type of technical or other features the room(s) will need.
18. This is the same as #17 but provides space to have 2 rooms listed. (See sample paper on pg. 4)
19. This is the same as #17 but provides space to have 3 rooms listed. (See sample paper on pg. 4)
20. List the number of adults and minors that you anticipate.
21. If this is a sports event, include the number of expected adult spectators and minor spectators. If this is not a sports event, leave this row blank.
22. Total attendance will be automatically calculated on the form.
23. Check the boxes that apply to you.
 - a. If you are collecting an admission fee, or if you are selling something: Please list what you are charging or collecting money for. And what the money you collect will be used for. Example, fundraising for scholarships. If this is a student club organized event, you must complete a [Fundraiser Approval Form](#) available with the Student Life and Leadership Office.
 - b. Serving food: Explain the kind of food that will be served (e.g. cookies, boxed sandwiches, refreshments, etc.). Will you be picking up the food or will it be catered? Will it be served by a caterer? Will a food truck be coming or are you just picking up pizzas? We have strict guidelines for food trucks (which requires 45 days to obtain licenses and permits) and for caterers serving food. If you need catering, consider using Pacific Dining as the District has a business relationship in place: (408) 406-8487 or Rick@Pacific-Dining.com. Please check the [Guidelines for Food Related Events](#).
 - c. Selling concessions: Please check if you will be selling concessions and explain what the concessions are and who will be collecting the money of the sale. Also explain what the money will be used for.
 - d. Having live music: Check this box if you will have live music, including amplified music (DJ, sound system, etc.). If so, have you already spoken with the College Business Office to do a standard service agreement with the vendor or group who is coming?
 - e. Having minors: Check this box if minors will be attending.
 - f. Multi-day event: Check this box if your event is on multiple days (more than one).
24. Media Equipment: Check the box for each item needed and enter how many of the item is required. Use the blank field to specify any specific needs or types. For example for sound system, can you use a portable sound system that is small but you would not be charged for? Or for microphones do you need corded microphones or cordless microphones that you could use with the portable sound system? Will you need a technician present for the event duration or only to get the speaker started? Once we get your request then we can determine if it's possible and if there might be a fee.

a. DVD player b. MP3 connector c. Sound system	d. Microphone e. Projector f. Projection screen	g. Other – make any notes in this field for items not mentioned or specific explanations for items checked
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25. Check boxes for all items needed and list the number required. How many tables and chairs, the size, stage, round or rectangle tables, trash cans, recycle containers.
26. Special Arrangements/Attached diagram: List any other special requests in this space. **Also, please include a diagram for the setup showing where things should go.** The diagram should show the expected layout, where tables should be placed, chairs, podium, etc., be as specific as possible.
27. If this is a club event, the club advisor must sign and date the application. If this is not a club, then the department contact making the request must sign and date the application.
28. All internal facility requests must be signed by the college supervisor (reporting administrator).
29. If this is a club event, then the Student Life and Leadership Manager must sign and date the application.
30. All ASCSM/Club events must be signed by the Vice President of Student Services.
31. The College Supervisor (reporting administrator) or Vice President of Student Services should identify the account number (FOAP) to be used in charging this event.
 - 31a. The Facilities Rental Office will determine whether the College Events FOAP can be applied.
32. Facilities Assigned: Leave this blank. The facilities rental office will complete verifying the facilities available to use.
33. Insurance: Leave this blank. The facilities rental office will assess whether additional insurance may be required.
34. Personnel Requirement: Leave this blank. The facilities rental office will determine staffing requirements based on the nature of your event.
35. Total Estimated Fees: Leave this blank. The facilities rental office will provide the cost estimates.
36. The Vice President of Administrative Services signature: Leave this blank. The facilities rental office will obtain signature.

Sample Worksheet Tables:

Arrival Time/ Event Start Time/ Event End Time/ Departure Time/ Total Hours:

Date	Arrival Time	Event Start Time	Event End Time	Departure Time	Total Hours	Facility to Rent

Facility/Rooms to Rent:

Date	Arrival Time	Event Start Time	Event End Time	Departure Time	Total Hours	Facility to Rent