

MOORPARK COLLEGE IN-HOUSE FACILITY USE FORM

Before submitting this form, please read the following information carefully:

- This form is a request only and is not considered approved until confirmation is received from the MC Business Services Office.
- Student organizations should submit facility request forms at least 7 working days in advance for weekday events and 15 working days in advance for weekend or holiday events to ensure reservation is booked on time.
- No food may be sold or given away for any meeting or event without authorization from the MC Business Services Office.
- If your event requires a particular set-up, please diagram on an attached sheet precisely how you want the facility arranged.
- If your event/activity requires specific IT needs, have your advisor email MCHelpDesk@vcccd.edu with the request.

Organization name: _____ **Today's date:** _____

Event name/type: _____

Brief description: _____

Facility requested: _____ **Back-up if first choice is booked:** _____

Day of week:	Date(s) requested:	Set-up time:	Start time:	Time out:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Estimated number of people in attendance: _____

Are you flexible on your start/end times, so long as they're close to your original times? Yes No

Are you flexible on your specified facility requested, so long as a similar space is available? Yes No

FILL OUT THIS SECTION IF YOU ARE SERVING FOOD:

Do you plan to serve food at your event/activity? (Circle one) Yes No

If you selected "Yes", please continue to the next question. If you selected "No", continue to the next section. Please note that the only indoor space that food is allowed in is the Campus Center Conference Room. For any other indoor reservation, food must be consumed outside of the meeting or classroom space before or after the event.

Will the food be for a closed group of people (e.g., members and invited guests only)? Yes No

If you selected "Yes", please indicate the type of food that you plan to serve: _____

If you selected "No", review the Ventura County Environmental Health Division information about serving food or drinks at "open/public" events on the *Resources for clubs* page (www.moorparkcollege.edu/clubs). After reviewing the required permit information, please describe the type of items you wish to serve, from what vendor(s), and what type of facility set-up is required.

FILL OUT THIS SECTION IF YOUR EVENT/ACTIVITY IS OUTSIDE:

Request that the athletic field or quad not be watered (Circle one) Yes No

Do you need access to a facility or parking area that may be fenced-in or locked? Yes No

If yes, please specify the location(s): _____

Applicant name	Advisor name	Facility or Student Activities signature
Applicant signature	Advisor signature	Phone # of contact person