

# MOORPARK COLLEGE IN-HOUSE FACILITY USE FORM

1. A minimum of **SEVEN** working days notice required for weekday events and **FIFTEEN** working days notice for weekend or holiday events.
2. This form is a request only and **DOES NOT** imply approval. Do not consider the request approved until signed by the Auxiliary Services Office.
3. All student clubs must get their advisor's signature **BEFORE** submitting their request.
4. **No** food may be sold or given away on campus for any event without the permission of the Auxiliary Services Office.

PLEASE TYPE OR WRITE LEGIBLY

Date \_\_\_\_\_

Name of Event \_\_\_\_\_

Organization \_\_\_\_\_

Facility Requested \_\_\_\_\_

Day of Week	Date(s)	Time In	Time Out	Performance	Rehearsal
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

### SPECIFY SERVICES NEEDED

If more space is needed attach addendum sheet

- Estimated number of people in attendance \_\_\_\_\_
- Gate to fenced –in facility or parking area to be unlocked (location) \_\_\_\_\_
- Do not water (athletic field or quad)
- Food to be sold\* (type of food – be specific) \_\_\_\_\_

\*Special approval is required to sell or give away food

Is publicity required?    YES    NO

If your event is campus sponsored and open to the public you may utilize the services of the Public Relations/Marketing Office. Go to [www.moorparkcollege.edu/pr](http://www.moorparkcollege.edu/pr) to request serves via the News and Event Posting Submission Form

List additional needs in the space below:

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If your event requires a particular set-up of a facility, diagram on an attached sheet precisely how you want the facility arranged

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Facility Manager or Student Activities Signature

\_\_\_\_\_  
Advisor Name (print)

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Special Approval Signature

\_\_\_\_\_  
Phone # of contact person

\_\_\_\_\_  
Auxiliary Services Signature