



Rancho Santiago Community College District
 2323 N. Broadway, Santa Ana, CA 92706
 (714) 564-6330

SPECIAL EVENT REQUEST

This form is to be used by persons and/or organizations who are requesting RSCCD facility use in which has an expected attendance exceeding 40 persons and/or may have dignitaries, or elected officials in attendance. This form is to be submitted to the Facilities Coordinator or their designee at least 20 days prior to the scheduled event. The cost of additional security, as deemed necessary by the Chief of District Safety or their designee, will be billed to the requesting department/division or organization.

TODAY'S DATE	DEPARTMENT/ORGANIZATION	BUSINESS ADDRESS

EVENT COORDINATOR (S)	PHONE	EMAIL

CAMPUS	LOCATION ON CAMPUS	EVENT DATE (S)	EVENT TIME (S)	NUMBER OF PEOPLE IN ATTENDANCE

NAME AND CONTACT INFORMATION OF DIGNITARY OR ELECTED OFFICIAL EXPECTED TO BE IN ATTENDANCE

DESCRIBE EVENT AND ANY SECURITY CONCERNS

****DO NOT WRITE BELOW THIS LINE****

SAFETY OFFICER ASSIGNED: ___ YES ___ NO NUMBER OF OFFICERS ___ TOTAL HOURS ___

SIGNATURE: _____ DATE: _____

CHIEF of DISTRICT SAFETY OR DESIGNEE

FOR FURTHER QUESTIONS, PLEASE CONTACT A RSCCD DISTRICT SAFETY MANAGER AT (714) 564 6330

Distribution list: College President [] CBO [] PIO [] Chief of District Safety []