

Rancho Santiago Community College District
Santa Ana College
ACTIVITY APPROVAL/PERMIT FOR USE OF FACILITIES
BY STUDENT GROUPS
Student Activities (714) 564-6320

FORM IS DUE TO FACILITIES THREE (3) WEEKS PRIOR TO EVENT Date of Application _____

1. _____ Represented officially by Print: _____
 (NAME OF CLUB/ORGANIZATION) (CLUB/ORGANIZATION REPRESENTATIVE)
2. Contact Person (if different than applicant): _____ Telephone#: _____
 (MUST BE PRESENT FOR ENTIRE EVENT) Email Address: _____

HEREBY APPLIES FOR USE OF THE FOLLOWING FACILITIES SUBJECT TO DISTRICT RULES AND REGULATIONS AND HEREBY MADE PART OF CONDITIONS UNDER WHICH PERMISSION IS GRANTED

Equipment (circle & list quantity)

DATE	FACILITY REQUESTED	FACILITY GIVEN	BEGINNING TIME	ENDING TIME	ATTENDANCE		TABLE/S		CHAIR/S
							STANDING MICROPHONE		P.A. SYSTEM

THE DISTRICT RESERVES THE RIGHT TO CANCEL THIS PERMIT UPON 24 HOUR NOTICE AS IT DEEMS NECESSARY

3. Activity Name: _____ Description of Activity: _____
4. Set-Up Required: ___ Yes ___ No If yes, please provide diagram on attached page
5. Food Sales: ___ Yes ___ No Type of Food: _____

CLUB/ORGANIZATION PRESIDENT, ADVISOR PLEASE SIGN BELOW:

All individuals, groups or organizations in their use or occupancy of District property shall comply with all laws, policies and regulations. Failure to comply will result in cancellation of the event by a District Representative.

President Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

(MUST BE PRESENT FOR ENTIRE EVENT)

SIGNATURES REQUIRED (form will not be accepted without all signatures)	
AUXILLARY SERVICES MANAGER: _____	Date: _____
STUDENT SERVICES COORDINATOR: _____	Date: _____
ASSOC. DEAN OF STUDENT DEVELOPMENT: _____	Date: _____

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

Insurance Required:

\$ _____ G.L. \$ _____ P.D.

FEES:

Custodial \$ _____ (approximate)
 Safety Officer \$ _____ (approximate)
 Media \$ _____ (approximate)
 Miscellaneous \$ _____
 TOTAL \$ _____ (approximate)

APPROVAL IS NOT GRANTED UNTIL SIGNED COPY IS RETURNED TO REQUESTOR

Facilities Department: _____ Permit for use granted on _____

Description of Event:

Please provide a brief description of your activity/event (3-5 sentences). Here are a couple of examples:

Example 1: The ASG office will be hosting our “Welcome Back: event out in the Fountain area. We will be welcoming all SAC students back to Spring semester and providing them with add cards and refreshments (prepackage snacks and drinks).

Description: _____

Diagram: If requesting equipment, please provide a diagram of the set-up. Please insert/draw diagram here or on the back of this sheet.