



Event Request Form

Organization: _____ Today's Date: _____

Name of Event: _____ Type/Purpose of Event: _____

Date of Event: _____ Time Event Starts: _____ Time Event Ends: _____ Anticipated Attendance: _____

Circle area's requested for use for the event:

Cafeteria Amphitheatre Library Plaza Quad 900 Bldg.Plaza SAC Plaza SAC Bldgs. Room#: _____

If other areas are requested you must get approval from the division office that oversees the desired area

Other (where will the event take place): _____ Division office approval: _____

Please read carefully and take the following steps before turning in this form to Student Affairs.

Event Set-up, Clean-up and Breakdown (Fee may apply)

If you need assistance setting up (tables, chairs, stage, etc.) your club advisor must complete a TrackIT Request online at <https://sites.google.com/a/cabrillo.edu/track-it/home>. The request type for this category is **FPPO**. Make sure to give FPPO clear set-up and breakdown times on your work orders. **Venue and equipment used must be clean, returned to its original setup and must be ready to use immediately after your event.** If the area or equipment is not properly cleaned, a **fee of \$25 an hour** will be charge to the responsible parties.

If you need technical support or need to borrow any audio/visual assistance (LCD projector, screen, etc) your club advisor must complete a TrackIT Request online at <https://sites.google.com/a/cabrillo.edu/track-it/home>. The request type for this category is **IT**. All Audio/Visual equipment must be removed from the area after your event. **Do not leave the area before all equipment is removed or you will be responsible and charged for any lost or damaged equipment.**

Campus Sheriffs Office Notification: If your event is after 5 p.m. on a weekday or at any time on the weekend you need to notify the Campus Sheriff's Office. **Campus Sheriff Signature required if applicable,** before event request form is approved.

Vending Machines: All vending machines must be left on at all times. If for any reason they are turned off by any member of your party, your organization will be responsible for any damage to merchandize or equipment and for any labor or legal cost.

_____	_____	_____
Contact Person	Contact Person's Signature	Phone Number
_____	_____	_____
Advisor/College Representative	Advisor/College Rep's Signature	Phone Number
_____		_____
Sheriffs Signature (If applicable)		Student Activities Coordinator

Clean-up Check-off List

- _____ Tables, chairs, appliances, furniture and all other equipment put back in its original place
- _____ Clean tables and chairs to be ready for use immediately after the event
- _____ Advertisement: banners and posters must be taken down and removed immediately after the event
- _____ All trash must be placed inside of trash bins. You should arrange with FPPO for pick-up of trash bins for weekend events
- _____ Floors must be swept and/or moped_
- _____ Clean and remove all dishes from the SAC East sink and club room areas
- _____ Must clean popcorn machine and BBQ grill before returning_
- _____ Must return all equipment or materials borrowed (unused eating utensils, canopies, A-frames, tables, chairs, umbrellas, etc.)
- _____ Must wash table cloths and return within one week of the event.

Failure to comply with the above guidelines will result in loss of area use privileges

Guidelines for Chalking on Campus

If your organization would like to chalk on campus for the purpose of advertising for an event, please remember that:

1. Chalking is allowed on the Cabrillo College campus, you will need to submit an event request form.
 - a) Chalking should not be used in excess. Try to limit yourself to one chalking per area of campus.
 - b) Areas include the Quad, Library Plaza, VAPA, between the SAC East & SAC West buildings, etc,
2. All chalking should be used to promote events, awareness, etc. no offensive language, images, etc.
3. If your chalking is to bring awareness to an issue, please be sure to include messages of hope and also resources they can reach out to on or off campus.
4. All chalking done for an event should be removed/washed away 1 week after an event is completed. If the chalking is not removed within a week, a warning will be sent by the Student Activities Coordinator to the organization.
5. If a chalking is not removed after receiving a warning, your organization/department could be charged up to \$25 an hour for the time incurred cleaning it up.