

# FACILITY RESERVATION FORM



Submit to the Director of Physical Plant at least **Five (5)** working days prior to the planned activity.

\_\_\_\_\_ requests use of \_\_\_\_\_  
*Individual or Organization* *Specific Facility*

on \_\_\_\_\_ from \_\_\_\_\_ .m. until \_\_\_\_\_ .m.  
*Day* *Date*

for the following activity \_\_\_\_\_

\_\_\_\_\_ Estimated number in attendance \_\_\_\_\_

Will special equipment, owned by VC, be needed? Yes No

If yes, explain. \_\_\_\_\_

Will VC maintenance assistance be required for setup, cleanup, etc? Yes No

If yes, explain. \_\_\_\_\_

\_\_\_\_\_ *Person responsible for arrangements and facility - (Please Print)*

\_\_\_\_\_ *Name* \_\_\_\_\_ *Address* \_\_\_\_\_ *Phone*

Requested by \_\_\_\_\_  
*Signature* *Date*

\*\*\*\*\* **OFFICE USE ONLY** \*\*\*\*\*

CO-APPROVAL: \_\_\_\_\_  
*Signature* *Date*

APPROVED BY: \_\_\_\_\_  
*Director of Physical Plant* *Date*

SERVICE FEE? Q Yes Q No Amount \$ \_\_\_\_\_ Rec'd \_\_\_\_\_ Date \_\_\_\_\_ Bus. Off \_\_\_\_\_

cc: Joey Lama \_\_\_\_\_ Instructional Services  
 Student Services/Security \_\_\_\_\_  
 PBX \_\_\_\_\_ copied

SPECIAL INSTRUCTIONS: \_\_\_\_\_