

Internal Use Only

Faculty & Staff

Office of Special Events Application for Use of College Facilities

6201 Winnetka Avenue
Woodland Hills, CA 91371

Tel: 818-719-6446
Fax: 818-610-6508

Event Date

Today's Date:	**NOTE: For multiple dates, please attach a separate list to this application	Time of Event: _____
Name of Event:		Amount of Time to Setup: _____ hrs to Breakdown: _____ hrs
Describe the benefit to the college for holding this event:		Day of Week: _____
Outside Hosting/Sponsoring Organization:		# of Participants: _____ Spectators: _____
Requestor & Department:		Vehicles: _____

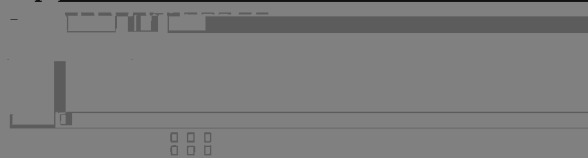
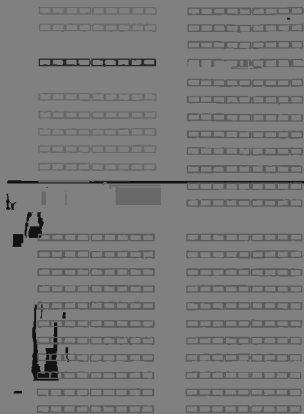
Layout Guide for the Student Community Center

NOTE

Requestor is responsible for the arrangement, pick-up and return of audio/visual and computer equipment from the Information Technology Department, 719-6496.

Requestor is also responsible for the arrangement, pick-up, return and payment for any additional rental tables, chairs, and required equipment necessary to support their activity/event.

There are a maximum of 2



Sample Theatre Style or Presentation Format Setup

Sample Dining Room with Dais

Please outline your setup using the samples provided.

Indicate Equipment Needed:

There are a maximum of 2

NOTE: * = required information; must enter information

* Legal Name of Vendor:

* Taxpayer Identification Number

Social Security Number OR

Employer Identification Number

* Telephone Number:

Contractor License Info:

Class:

License No:

* Person/Name:

Person/Name:

* Telephone Number:

Telephone Number:

* FAX:

FAX: