

## ACTIVITIES REQUEST FORM

**INSTRUCTIONS:** Submit completed request to the Student Life Office at least **THREE WEEKS** prior to activity date. **Events must be approved prior to advertising!**

<b>Sponsor/Club:</b>
<b>Person in Charge:</b>
<b>Email/Ph # for person in charge:</b>
<b>Title of Event:</b>
<b>Date/s of event:</b>
<b>Location of event:</b>
<b>Attached:</b> <input type="checkbox"/> Student Union Building Facilities Request <input type="checkbox"/> Staff Use of Facilities form
<b>Time of event:</b>
<b>Expected Attendance:</b>

**Describe the event IN DETAIL, including types of performances, activities, games, etc.. Attach additional sheet(s) if necessary. Changes must be approved by the Student Life Manager.**

1. Will admission be charged?                       No                       Yes (If yes, complete the following:)

\$	\$	\$	\$
with ASDVC Sticker	without ASDVC Sticker	Non-Student	Complimentary
Ticket Starting #:	Ticket Starting #:	Ticket Starting #:	Ticket Starting #:
Ticket Ending #:	Ticket Ending #:	Ticket Ending #:	Ticket Ending #:

- All tickets sold must be individually numbered and indicate the sale price. Different tickets are required for different sale prices.
- Attach a copy of the ticket(s).
- Would you like tickets sold by the Box Office Cashier?
  - Yes    No (If no, all funds from ticket sales must be deposited with the Student Life Office DAILY!)

2. Will food be served to the public for free?                       No                       Yes

If yes, who is providing the food? [check one]

- DVC Cafeteria/HRM (DVC Food service will provide necessary permits and equipment)
- Off-campus vendor/restaurant (Contra Costa County Food Event Permit **required**; fee applies; See Student Activities Coordinator)

**Note: Catered food at public events cannot be sold.**

3. Will you be selling food?                       No                       Yes

**Note: All foods sold must be individually wrapped and commercially prepared (e.g. chips, candy, etc).**

4. Will there be a performance\*?                       No                       Yes (If yes, complete the following and attach a list of performers.)

Attach completed Voluntary Activities Participation forms (required for EACH performer).

What will the performance consist of? (check all that apply)

- Dance                       Singing                       Playing instrument                       Demonstration (give specific details)
- DVC student performer                       DVC employee performer                       Off-campus guest performer

Name: \_\_\_\_\_

5. Is this event a dance?                       No                       Yes (If yes, see policy regarding requirements for dances. Two months notice is required.)

**Note: DVC Police Services must be used for security. No outside security is permitted. Student organization is responsible for the costs. DVC ticket takers must be employed. Student organization is responsible for the costs.**

**Detailed description of event** (attach additional sheet or schedule of events, if appropriate):

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[OVER]

**Off-Campus Events**

Off-campus events are generally not permitted. If your planned activity is off-campus, contact the Student Life Manager as soon as possible. Individuals to be transported must be listed on the official member roster, and completed and Consent/Release and Medical Consent forms must be attached to this request. Certain restrictions apply. Transportation will be provided by: \_\_\_\_\_

- Consent/Release forms attached
- Medical Consent forms attached

**Special Services or Equipment**

- Chairs (number needed) \_\_\_\_\_
- Extra trash cans (number needed) \_\_\_\_\_
- Catering Supplies [Chafing Dishes # \_\_\_\_\_ Hand-washing station] **You must coordinate with the Cafeteria Manager to request these supplies.**
- Tables (number needed) \_\_\_\_\_
- Stage (size) \_\_\_\_\_

Audio-visual equipment (**NOTE: Advisor must request equipment from Media Services and funds must be approved in advance to cover expenses**)

- Audio (CD, cassette, other)
- Video Players (VHS, DVD, other)
- Projection (16MM, slide, overhead)
- Video (TV monitors, LCD Projector)
- Mics (# \_\_\_\_\_)
- Audio Record (CD, Cassette)
- Video Record (must provide own tapes)

**SIGNATURE**

**REMINDER: THE ADVISOR BEARS FULL RESPONSIBILITY OF THE GROUP'S ACTIVITIES AS WELL AS THE GROUP'S LIABILITY.** On behalf of and as an authorized agent of the above named organization, I agree to abide by the Student Life Office, College, and District policies regarding use of these facilities.

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Signature of student in charge

Date \_\_\_\_\_

Date \_\_\_\_\_

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**Office Use Only**

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**FINAL APPROVAL:**

\_\_\_\_\_  
Signature, Student Life Manager

**INCOMPLETE:**

- Audio-visual Services Returned Date: \_\_\_\_\_
- Consent/Release forms Returned Date: \_\_\_\_\_
- Facilities Request form Returned Date: \_\_\_\_\_
- Voluntary Activities Participation form(s). Returned Date: \_\_\_\_\_
- County Health Permit. Returned Date: \_\_\_\_\_
- Medical Consent forms Returned Date: \_\_\_\_\_
- Copy of ticket(s). Returned Date: \_\_\_\_\_

**Distribution:**

- SLO
- Sponsoring Organization
- Business Manager
- Police Services
- Facilities
- Advisor

## ACTIVITIES REQUEST FORM

ALL ACTIVITIES MUST HAVE PRIOR APPROVAL. THIS INFORMATION IS A SUMMARY OF DISTRICT AND CAMPUS POLICIES. FOR COMPLETE INFORMATION, CONTACT THE STUDENT LIFE OFFICE.

### Use of Facilities:

1. First priority for use of facilities is for the college's educational programs.
2. Facilities will be schedule by the SLO only with an approved Activities Request. Only approved student organizations shall be granted the use of college facilities without charge except where the facility use if to raise funds to support a political party or candidate for public office.
3. Whenever a college facility is being used for a student activity, a club advisor/event advisor shall be present.
4. At no time will the possession or consumption of alcoholic beverages or illegal drugs be permitted on college property.
5. All decorations must be flame proof.
6. Restrictions regarding smoking, eating and drinking in the facility must be observed.
7. Student organizations shall be held responsible for any damages sustained during the use of the college facility.
8. The College/District may require as a condition for approval that the organization pay for security and clean up, fees to be determined by College/District.

### Dance Policy:

1. Dances/concerts are held in the Diablo Room (Cafeteria) Friday nights. Special permission must be obtained for other days; additional costs may be required.
2. Ticket capacity is 500. Approval for tickets must be obtained prior to printing. SLO will print tickets.
3. Campus-approved Event Advisor/Ticket Taker must be at all functions. Payment for these individuals is approximately \$150 and, prior to the approval of the event, these funds must be available in the organization's account.
4. The campus will provide security for four (4) events per academic year, depending on budget. Schedule early; first-come, first-served determines these events. Costs for additional events will be sustained by sponsoring organization.

### Equipment:

1. Audiovisual equipment will be coordinated by the Student Life Office. Any fees for technicians, set-up, etc. are the responsibility of the sponsoring organization. Funds must available in the organization's account before reservations can be made.

### Food Sales:

1. A copy of the food policy for approved student organizations is available in the Student Life Office or on-line in the Student Organization Handbook. Organizations are limited to two (2) food sales per semester. Certain accounting policies apply. See Student Activities Coordinator for details.

### Posting Policy/Procedures Summary:

1. The College reserves the right to determine the time, place and manner of posting on the campus.
2. All posting materials must be approved by the Student Life Office prior to printing and posting. All materials must be dated and bear the name of the sponsoring organizations. This includes on and off-campus publicity.
3. There are restrictions on distribution; please see the Posting Policy in the DVC Procedures Manual (3025). A copy of the policy is in the Student Organization Handbook.
4. Use a club envelope when mailing materials on or off-campus. Off-campus distribution using the U.S. Postal service is subject to club expense. Please see Student Activities Coordinator prior to mailing materials.
5. It is a misdemeanor to post materials on cars or in the college parking lots.

### Speakers on Campus:

1. Sponsoring organization must have an approved Activities Request on file prior to the event.
2. Available facilities are limited. Plan ahead.

### Solicitation of Funds:

1. Sales or solicitation of materials, funds, membership and the like on the College campus are subject to restrictions. Special restrictions and guidelines allow recognized campus organizations the opportunity to raise funds. See Student Activities Coordinator for details.

### Tables/Chairs:

1. A limited number of tables and chairs are available from the SLO. When using tables/chairs, it is your organization's responsibility to return them to the proper area. Organizations can jeopardize their campus standing by not returning equipment. All tables should be posted with a sign clearly indicated the sponsoring organizations.