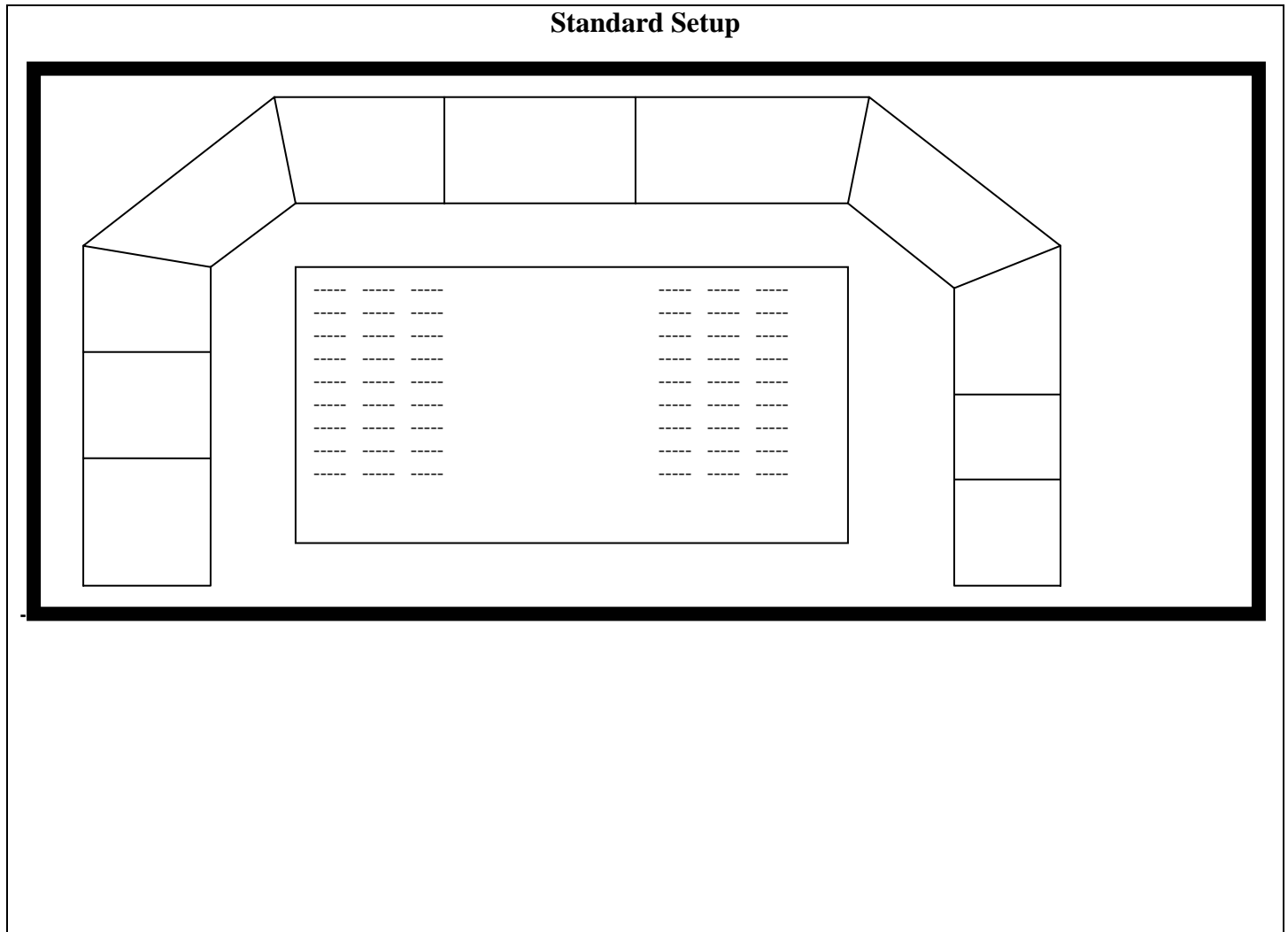


SCHEDULE OF EVENTS:

STANDARD CONFERENCE ROOM SETUP ARRANGEMENT: Faculty and Staff may request special room set up arrangement by completing DVC Staff Use of Facilities and forwarding the form in a timely manner to Central Services. The Student Union Building Conference room must be returned to the standard setup (sample supplied) by 1:00 pm on Tuesdays.



REQUEST FOR USE UNDERSTANDING:

When your party's request for use of the Student Union Facilities is approved, it is approved with the understanding that you and your party will be responsible for returning the facilities to their original appearance. This includes returning the furniture to its original/standard arrangement and cleaning up all garbage.

Department/Div Chairperson _____ Person in Charge _____

Dean of Student Life _____ ASDVC President _____

Approval: _____ Yes _____ No Date: _____/_____/_____