

OHLONE COLLEGE

APPLICATION FOR CAMPUS EVENT SPONSORED BY DEPARTMENT OR RECOGNIZED COLLEGE ORGANIZATION

■ THIS FORM MUST BE COMPLETED AT LEAST 20 WORKING DAYS PRIOR TO A MAJOR EVENT AND
■ AT LEAST 2 WEEKS NOTICE IS REQUIRED FOR OTHER ACTIVITIES.
■ IF YOUR EVENT INVOLVES CATERING/FOOD SALES, ARRANGEMENTS MUST BE MADE THROUGH FRESH
■ NATURAL FOOD SERVICES AT (510) 659-6155 EXT .5074.

Title of Event _____

Contact Person: _____ Tele.No: _____ Date of Application: _____

E-Mail: _____

Space Requested Cafeteria Quad 5209 Classroom(s)
 Lanai Lam Plaza Palm Bosque Other _____

Date(s) Requested: _____

Hour(s) Requested: Set-up: _____ Start Time: _____ End Time: _____ Take Down: _____

Type of Event: Speaker/Panel Club Meeting Major Campus Event
 Workshop Fundraiser Others _____

Admission Fee, if any: _____ Number of people attending : _____

Is a Liability Insurance Certificate Required? Yes No

Explain: _____

Signature of Applicant: _____ Club Advisor Signature: _____

Special requirements and services require instructions in writing. A set-up diagram is helpful additional information. Please attach second page if necessary. Application for major events **will not** be processed without this information. Groups are responsible for leaving the area the same way it was found or leaving it improved. Cost for special support services and/or repairs must be paid for from the budget of the sponsoring area or club account.

Custodial: _____ Date: _____ Security: _____ Date: _____

Maintenance

Campus Activities Dept.: _____ Date: _____

Video and Audio Equipment requests require a separate form, available from Room 1202B or 1211.
Interpreters require 10 working days notice and a separate form, available from room 1202B or 2118.

FOR OFFICE USE ONLY

Calendar: _____ Work Order Completed: _____ Staff Person: _____ Event Meeting: _____