

E-MAIL COMPLETED FORMS TO: EVENTFORM@OHLONE.EDU



OHLONE COLLEGE CAMPUS EVENT FORM FREMONT & NEWARK

APPLICATION FOR CAMPUS EVENT SPONSORED BY DEPARTMENT, COLLEGE EMPLOYEE OR RECOGNIZED COLLEGE ORGANIZATION

APPLICATION PROCESSING TIME FOR ALL EVENTS IS 20 WORKING DAYS FOR MAJOR EVENTS AND 10 WORKING DAYS FOR OTHER EVENTS.

All contact persons requesting a room(s) or an area(s) will receive confirmation of their assigned room(s) or area(s) by the Campus Activities Department staff via e-mail, 20 working days or 10 working days AFTER submitting form.

Please keep this in mind if you need to advertise your event.

Date of Application: _____ Title of Event: _____

Contact Person (must be an Ohlone College employee): _____

Affiliation with Ohlone: Faculty Staff Administration Club Advisor
If Club Advisor, name of club: _____

Telephone No.: _____ E-mail: _____

Event Date(s) Requested: _____

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

Type of Event: Promo Table Speaker/Panel Club Meeting Major Event (more than 100 people)
 Workshop Fundraiser Other: _____

Admission fee, if any: _____ Number of people attending: _____ Is a Liability Insurance Certificate Required? Yes No

ROOM/SPACE REQUEST (FOR FREMONT CAMPUS ONLY)

Space Requested: Cafeteria Pond Area (behind Cafeteria) 5209 (Staff Dining Room in Cafeteria)
 Quad Palm Bosque Epler Gym

Classroom(s) No preference Hyman Hall
 Preferred classroom (Room: # _____) Classroom: # _____
 1st Floor Lobby
 2nd Floor Lobby

Student Services Building (Building 7)
 7101 (Board Room) 7102 7104 7107 7108

Smith Center (Requestor must acquire prior approval of event from Director of Theater Operations before submission of this form)

Approved by Director of Theater Operations: Initials here: _____
 Jackson Theater Nummi Theater Green Room Lam Plaza

Other: _____

ROOM/SPACE REQUEST (FOR NEWARK CAMPUS ONLY)

Space Requested: Corporate Training Room (NC1100) Central Hub (Lobby - 1st Floor) Lobby - 2nd Floor
 LRC Meeting Room (NC 1102) Video Conference Room (NC 1317) Training Room (NC 1310)
 Community Conference Center (NC 2100) - Room Preference: A B C

Classroom(s) No preference Preferred classroom (Room: # _____)

Courtyard Amphitheater Other: _____

(CONTINUED ON NEXT PAGE)

This form has been reviewed and approved by the Campus Activities Department.

Campus Activities Staff Signature: _____

FOR OFFICE USE ONLY

Date: Form Pending Form Processed Contact Person Notified Faxed/Scanned Calendared

PLEASE READ THE FOLLOWING IN REGARDS TO PROCESSING OF THIS FORM AND SPECIAL SERVICES FOR YOUR EVENT:

PROCESSING OF CAMPUS EVENT FORM:

1. The Campus Activities Department will process this form. The Campus Activities Department does not schedule rooms. Your request will be accommodated based on availability of the room(s) or area(s) and with approval from other designated campus personnel responsible for the room or area being requested.
2. All contact persons requesting a room(s) or an area(s) will be notified of their assigned room(s) or area(s) by the Campus Activities Department staff via e-mail. Notification will occur 20 working days (for major events) or 10 working days for other events, AFTER submitting form.
3. The Campus Activities Department is not responsible for event planning, coordination or supervision of events/activities. Contact persons requesting a room(s) or an area(s) for an event/activity are responsible for their event/activity and must comply with all Ohlone College District Policies.

SPECIAL SERVICES FOR YOUR EVENT:

TABLES & CHAIRS: Your request for tables and chairs will be given to the FACILITIES DEPARTMENT. Tables and chairs are provided by the FACILITIES DEPARTMENT, NOT THE CAMPUS ACTIVITIES DEPARTMENT. Please call the Facilities Department at 1-(510)-659-6105 to **confirm** your request for tables and chairs or for any questions regarding set-up/delivery. A set-up diagram is required. Attach second page if necessary. Application for major events will not be processed without this information.

Tables and Chairs Needed:

Number of Tables:

Number of Chairs:

- **VIDEO AND AUDIO/SOUND EQUIPMENT:** Requests are to be submitted separately by contacting the Media Center at 1-(510) 659-6280 or online at www.ohlone.edu/org/mediacenter.
- **INTERPRETING SERVICES:** Can be arranged though the Interpreting Services Office (room 7223 or 1-(510)-659-6271). At least 24 hours advanced notice is preferred.
- **PARKING:** If you have special needs or questions in regards to parking, please contact Campus Security at 1-(510)-659-6111.
- 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.

I HAVE READ, AGREE AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS FORM.

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Contact Person Notified

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Calendared

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