



Barstow Community College Internal Use of Facilities Form

**External Facilities Requests are to be directed to Terri Walker at 760-252-2411, ext. 7312 or emailed to twalker@barstow.edu
 **PAC Facilities Request (non-classroom related) are to be directed to Devin Vargas at 760-252-2411, ext. 7204 or emailed to dvargas@barstow.edu

Facilities Request Application				TRACKING #
A Floor Plan must be submitted if you are requesting changes to the current set up. NO LESS THAN 2 WEEKS PRIOR TO THE EVENT.				
Today's Date:		Requested By:		
Contact/Person Responsible for Event (Name/Title):			Name of Organization:	
Event Location:				
Phone Number:		Email:		
Event Title:				
Description of Event:				
Event Date(s):		Days of the Week:		
Set Up Date(s) & Time(s):		Mon Tue Wed Thu Fri		
Rehearsal Date(s):		Event Start Time:		Event End Time:

FOR COLLEGE (INTERNAL) EVENT ONLY (Please submit application to Vice President via email for pre-approval)	
College Department:	

Classroom & Labs			
Classroom Number:		Computer Lab-PC	Other:
Conference Rooms			
Administration (A-11)		LRC- CR 2 (L04b) Commons Side	Student Services (C41B)
LRC- CR 1 (L04A) Library Side		LRC-CR 1 & 2 (L04A & L04B)	Institutional Effectiveness (L40)
Exterior Space			
Campus Amphitheater		LRC Quad Area	Upper Parking Lot
PAC Amphitheater		Student Services Quad Area	Lower Parking Lot
Other			
Library Solarium L-29		Student Services Lobby	Food Court
Gymnasium		LRC Lobby	

Request								
Equipment			Audio/Visual/Technical			Room Setup Style		
X	Item	How Many	X	Item	How Many	x	Style	Description
	Tables			Microphone			Formal Banquet	72" Round tables with chairs
	Chairs			Microphone (W)			Theater	Seats in rows facing stage or podium
	Electrical Outlet Outside			Projector			Reception	Round and Square Cocktail tables.
	Power Strip Outside			Projector Screen			Classroom	Rows of 6' X 30" tables with chairs
	Extension Cords			VCR			Conference	6' x 30" tables with chairs on all sides
	Heat Stands			DVD Player			E/L/U Shape	Tables and chairs set up in E, L or U shape.
	Trash/Recycle Bins			CD Player			Boardroom	Large table with chairs.
	Flags			Camera			Circle of Chairs	Chairs only - in a large circle.
	Acoustic Shell			PA System			Empty	Empty room
	Podium			Laptop			Current Set-up	Room used as is (Floor Plan not required)
	Stage/Choral Risers							
	Floor Tarp			Additional Request:				
	Music Stands			Live Stream				
	Ice Chest w/Ice							

Office Use Only					
Personnel Request					
X	Item	Vice President's Request	Department's Approval		
	Audio/Visual Tech	Signature:	Approved	Denied	Signature:
	Lighting Tech	Signature:	Approved	Denied	Signature:
	Custodian	Signature:	Approved	Denied	Signature:
	Campus Security	Signature:	Approved	Denied	Signature:

Who to Contact to Reserve a Facility

All academic related activities have scheduling priority for campus facilities. Classrooms are available for use outside class time for campus affiliated club meetings, study groups, and guest speakers. All college faculty, staff, departments and student clubs interested in reserving a facility/room at Barstow Community College must complete the following steps:

Instructions for Reserving Facilities

Your event type or requesting group will determine who will make your reservation. Fill out the Facility Request Application available on the [I:Drive\BCC Use of Facilities Request](#) at least fourteen (14) working days prior to your event. Complete, save, attach and email the Facility Request Application to:

Ceri Satur
Gloria Basinger

Catur@barstow.edu
Gbasinger@barstow.edu

Classrooms & Conference Rooms
Student Services Building and Student Service Events

Once the room is reserved the request will be sent to the corresponding VP for approval:

Dr. Jennifer Rodden - Academic Affairs
Heather Minehart - Interim Student Services

Jrodde@barstow.edu
Hminehart@barstow.edu

Classrooms & Conference Rooms
Student Services Building and Student Service Events

1. The EVP will review. Then forward the approved application to M&O work orders and IT Services work orders.
2. M&O and IT Services will review the completed Facility Request Application to determine if the request can be accommodated and may contact you for more information.
3. Upon review if your request is approved (Approval is based on the availability of staffing, space and equipment requested and may be contingent upon certain changes being made to the request) or denied, you will be notified via email within three (3) business days.
4. Approved reservations must be canceled a minimum of three (3) business days in advance to avoid the Barstow Community College M&O setting up the requested room for the event. Failure to provide a minimum three (3) business days' notice of cancellation may result in a billing of the full estimated facility charges.

Facilities Use Procedures

1. The Advisor or staff member requesting the room/facility must be present at the student event for the entire duration of the event.
2. Hours of operation vary by facility and may limit the beginning and ending times of events. Overnight events (between the hours of midnight and 8 am) are not allowed.
3. All facilities are closed during announced closures and holidays.
4. The event is approved for the time indicated on the reservation. The approved reservation must include time needed for decorating, catering, set-up, pre-event preparations, and post-event clean up.
5. Audio-Visual equipment may not available in all locations. A limited amount of rooms have projectors, projection screens, microphones, sound, DVD players and computers available for use. Your request for equipment must be noted on the Use of Facility Request.
6. Approximately one week prior to the event, the event planner should schedule a meeting with the facility coordinator to discuss the layout of the room and communicate any unique set-ups or needs. It is important that the room is set-up correctly for the activities you have planned.
7. The M&O and IT staff will set up the room according to the layout submitted. If the group/organization decides to move equipment after the set-up, they will be responsible for any damages or injuries to people/property that occurs. This includes, but not limited to, broken microphones cords, sound system hookups, collapsed tables, floor gouges, etc.
8. Duct tape (or similar) cannot be used on any floor, wall or ceiling surface. It is recommended you use quick release (painters) tape 3M Command strips or poster putty for securing decorations or cords.
9. Tape cannot be used on walls that are papered or placed on artwork. An addition to tacks/nails cannot be used at any time.

Acknowledgments: By signing below, I (the requester) acknowledge that I read and agreed to the attached event planning rules, conditions of space use and any space, equipment, operational and damage charges.

Requestor's Signature: _____ Date Submitted: _____

Office Use Only			
Date Received:			
Vice President Approval:	Approved	Denied	Signature:
Date Emailed to M&O:			
Date Emailed to IT:			
Date Confirmed with Requestor:			
Facilities Coordinator Meeting:	Date:	Signature:	