



Barstow Community College Internal Use of Facilities Form

*External Requests, Please See Side 2 of this Form

THIS FORM MUST BE SUBMITTED NO LESS THAN 2 WEEKS PRIOR TO THE EVENT.				TRACKING #	
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: MON TUE WED THU FRI SAT SUN			
Set Up Date(s) & Time(s):		Please See Facilities Use Procedures (Side 2 of this Form); Note #10 for Gym Usage.			
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 BLDG/RM#: / /	Computer Lab BLDG/RM#: / /
Conference Spaces	
Admin Conference Room (A11)	VP Student Services Conference Room (C41B)
LRC Conference Room (L4)	Fort Irwin Conference Area (285_B2)
LRC-Institutional Effectiveness Conf. Rm (L40)	CTE Conference Room (Z103)
Event Spaces	
LRC-Lobby (L1)	LRC-Solarium (L29)
Main (James R Parks) Gymnasium (WCGYM)	Student Services-Lobby (C40)
Wellness Center Gym (WCFITCOURT)	Viking Lounge (C11)
PAC-Amphitheater **Contact Devin	Food Court (C12)
PAC-Blackbox **Contact Devin	Fort Irwin Lobby (IRWIN LOBBY)
Exterior Event Spaces	
LRC-Quad Area (QUAD)	Student Services-Quad Area (CQUAD)
Upper Parking Lot (UPPERLOT)	Campus Amphitheater (BCC-AMP)
Lower Parking Lot (LOWERLOT)	Fort Irwin Lot (IRWIN PARK)
Other	

Additional Support							
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						

A Floor Plan Must Be Submitted No Less than 2 Weeks Prior to the Event if you are Requesting Changes to the Current Set-Up.

Office Use Only			
Personnel Request		Vice President's Request	
X	Item	Signature:	Department's Approval
	Audio/Visual Tech	Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Signature:
	Lighting Tech	Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Signature:
	Custodian	Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Signature:
	Campus Security	Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Signature:

Who to Contact to Reserve a Facility

*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**.

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 web at <https://www.barstow.edu/faculty-staff> as the Internal Use of Facilities Form, at least fourteen (14) working days prior to your event. Complete, save, attach and email the Internal Use of Facilities Form to:

Academicaffairs@barstow.edu -> Classrooms & Conference Rooms

Vwendlandt@barstow.edu -> Student Services Building & Student Service Events (EXCEPT for Events in Classrooms)

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

VP Academic Affairs -> Classrooms & Conference Rooms

VP Student Services -> Student Services Building & Student Services Events (EXCEPT for Events in Classrooms)

1. The VP 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 Internal Use of Facilities Form 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 be 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.
10. Use of either gym for large events requires set up & tear down time of a working day before and a working day after the event.

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: