



# Activity Event Approval Form

*Please submit at least two (2) weeks prior to the event.*

Submit completed form to [studentlife@barstow.edu](mailto:studentlife@barstow.edu) at least two (2) weeks prior to the event. An Internal Use of Facilities form must be filled out and submitted to the proper department (please follow directions on the form). Please plan accordingly.

## Club Sponsoring the Event:

**Requestors Name:**

**Email:**

**Advisor(s) Responsible for Event:**

**Email:**

*(Advisor must be present for the entire event)*

**Type of Activity:**

**Expected Attendance:**

**Admission Fee (if applicable):**

**Proceeds Used For:**

**Date of Event:**

**Location:**

**Event Start Time:**

**Event End Time:**

An Internal Use of Facilities form must be filled out and submitted to the proper department at least two (2) weeks in advance of the event. Coordination is needed if media services or personnel is required after hours so please plan accordingly.

## Club President and Advisor Please Sign Below:

All individuals, groups or organizations in their use or occupancy of District property shall comply with all laws, policies and regulations. Failure to comply will result in cancellation of the event by a District Representative and possible sanctions per the BCC Code of Conduct.

**Club President:** \_\_\_\_\_

Print Name

Signature

Date

**Club Advisor:** \_\_\_\_\_

Print Name

Signature

Date

**\*\*OFFICE USE ONLY\*\*** STUDENT ACTIVITIES OFFICE APPROVAL SECTION

**Request Granted:**  **Request Denied:**  **Signature:** \_\_\_\_\_

Date

**Reason for Denial:**