

Request Due Ten (10)
Working Days
Prior to use Date

BAKERSFIELD COLLEGE
Request For Use of Facilities By
On-Campus Groups

File # _____
Invoice # _____
For office use only

Requested By _____ Date Submitted _____

Name of Organization _____ Phone # _____

Building/Room/Facility Requested _____

Date of Event _____ (Attach additional page for multiple dates) Hours/Time From: _____ To: _____

Description of Activities _____

Special Equipment/Arrangements _____

Yes No Is activity open to the public? Approximate # to be present _____

Yes No Will participants be charged a fee?

Yes No Is an admission charge, donation, collection, dues or tuition fee required?
If yes, please state that amount to be collected from each person _____

Yes No Will anything be offered for sale?

How will proceeds be used? _____

Staff member requesting facility _____
Signature Title Date

Authorized District/College groups are granted the use of facilities at no cost, except for personnel overtime and special services. Campus groups requesting heating, air conditioning or lights beyond the time of normally scheduled campus hours will be charged for such costs.

FOR OFFICE USE ONLY

Date Received _____ Facility Available? Yes No Verified by _____

Approval: Calendar Supervisor _____ Date _____

Approval: Campus Representative _____ Date _____

Notes: _____

Faxed to Facilities Scheduler on (Date) _____

CC: Custodial/Grounds Athletics Audio/Visual Food Service Other _____